



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

BUREAU OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

BUREAU CHIEF

Open to: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Jos Posting # 824 - 58055

Hours: 8:00 a.m. – 5:00 p.m.

Salary Range: \$102,546 - \$139,826

Closing Date: January 27, 2014

*New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education (CSDE) is currently recruiting for the position of Bureau Chief for the Bureau of Curriculum, Instruction and Assessment. This individual will report to the Academic Division Director.

Under the leadership of Governor Dannel P. Malloy, Commissioner Stefan Pryor, and the Connecticut State Board of Education, the CSDE is engaged in an ambitious set of strategies to fulfill its goal that Connecticut students set a national standard for academic achievement and reduction in achievement gaps. The Academic Office leads the Department's work to improve instruction through support of local education agencies and schools' implementation of standards, curriculum, instruction, and assessments aligned to college- and career-readiness. Applicants for this position should be passionate about helping all students achieve at high levels and closing the achievement gaps.

GENERAL STATEMENT OF DUTIES:

Provide leadership to the state's student assessment programs, including transition to next generation assessment systems for ELA, Mathematics, Science, CTE, K-3 Literacy and English Language Acquisition. Lead the efforts to develop supports for district implementation of Common Core State Standards and revised content standards in science, social studies, and the arts.

EXAMPLE OF DUTIES:

- Provide leadership for the development, administration, scoring and reporting for the student assessment programs;
- Provide guidance and expertise to staff and contractors on the complex psychometric and reporting decisions related to the transition to new assessment systems;
- Lead the development of support for local education agencies (LEAs) related to Proficiency Based Learning, including guidelines for implementation of curriculum, instruction, and assessment in support of Proficiency or Competency Based Learning;
- Assign, supervise, develop and evaluate the bureau's professional staff;

- Prepare and administer budgets, and allocate fiscal and human resources to meet the agency goals;
- Coordinate and organize state participation in the work of supporting national and regional organizations, such as the Council of Chief State Schools Officers (CCSSO) and New England Secondary School Consortium;
- Supervise bureau responses to federal, state, local and public requests for student assessment data;
- Coordinate the preparation of written and oral reports to meet the requirements of state and federal legislation and to inform the public;
- Coordinate the development of Requests for Proposals for professional services related to curriculum, instruction, and assessment, and the review of proposals to satisfy state procurement requirements;
- Collaborate with the Division Director on furthering the vision and mission of the Bureau of Curriculum, Instruction, and Assessment; and
- Perform other duties and related special assignments as required by the Division Director.

QUALIFICATIONS

Knowledge, Skill and Ability:

Considerable knowledge of the philosophy and methods of education, with emphasis on educational administration and management; considerable knowledge of the objectives and purposes of educational programs within area of specialty; considerable knowledge of the principles of professional management; considerable knowledge of public school administration; knowledge of the principles and techniques of budgetary preparation and fiscal management; considerable interpersonal skills; considerable written and oral skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations.

Minimum Experience and Training Required:

An earned advanced degree and ten (10) years of experience in the field of Education or in related areas.

Special Experience:

Three (3) years of the General Experience must have been at the full advanced working level in the oversight of the development and administration of an educational bureau, system, operation, school or service.

Note: For State employees this is interpreted at the level of Education Consultant.

Substitution Allowed:

1. A 092 certificate (Intermediate Administrator), or 093 certificate (Superintendent), or Sixth Year Diploma in Educational Leadership, or an Ed.D. (Doctorate in Educational Leadership) may be substituted for one (1) additional year of the General Experience.
2. An advanced degree and three (3) years of managerial experience in the oversight of the development or administration of an educational bureau, system, operation, school or service may be substituted for the General Experience and Special Experience.

Special Requirement:

May be required to possess an appropriate certificate issued by the State Board of Education.

Preferred Experience and Training:

- Knowledge of best practices in large-scale assessment;
- Knowledge of appropriate assessments for special populations of students and of benchmark and formative assessments;
- Understanding of state and federal legislation related to reporting student academic performance for the state assessments;
- Knowledge of standards implementation at the district level;
- Knowledge of curriculum design theory and practice;
- Strong oral and written communication skills and effective public presentation skills;
- Interpersonal skills in working effectively and cooperatively with staff within and across CSDE bureaus, public school professionals, government representatives, contractor staff, and the public; and
- Management skills such as the ability to organize complex projects, facilitate groups, solve problems, develop staff and resolve conflict.
- An advanced degree in Educational Leadership or similar field.
- Experience as a school and/or district leader.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #824, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Dr. Dianna Roberge-Wentzell, Chief Academic Officer, Academic Office, Department of Education, 165 Capitol Avenue, Room 223, Hartford, CT 06106. Telephone: (860) 713-6775.** All required documents must be submitted by close of business on the closing date to be considered for interview.

Closing date for applications: January 27, 2014

Anticipated date of employment: Immediate Upon Selection

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** **The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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