



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### JOB OPPORTUNITY

#### CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM HENRY ABBOTT TECHNICAL HIGH SCHOOL

#### ASSISTANT PRINCIPAL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

**Open to:** The Public

**Location:** Henry Abbott Technical High School  
21 Hayestown Avenue, Danbury, CT 06810

**File #** #837- 58892

**Salary Range:** \$111,638 - \$123,228

**Closing Date:** April 14, 2014

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of High School Assistant Principal at Henry Abbott Technical High School in Danbury.

The Connecticut Technical High School system is a statewide system of secondary schools offering strong instruction in academics and a wide variety of trade technologies. The administrative team is developing/implementing curriculum in both academic and trade areas and providing intensive professional development. The scheduling model offers schools more flexibility and students more electives. The position offers a competitive starting salary and state benefits.

#### **GENERAL STATEMENT OF DUTIES:**

The Assistant Principal will provide support and leadership in improving the teaching and learning process within the high school. He/She will promote an educational climate that fosters learning as a life-long process.

#### **EXAMPLE OF DUTIES:**

- Assists in the planning, development and implementation of school improvement plans;
- Oversees the student assessment process including collecting and analyzing student data to ensure student achievement over time;
- Supports the use of technology for instruction and other professional learning activities;
- Supervises and evaluates instructional staff on and off site using the System for Educator Evaluation and Development (SEED).
- Leads the school-wide scheduling team in order to develop efficient and student centered schedules and assists in the implementation of the computerized student information system;
- Interprets and implements Board policies along with the school handbook, and state and federal law.

- Fosters a climate of restorative discipline within the school.
- Attends or provides supervision to after-school student or staff activities along with evening athletic events.
- Provides leadership in the recruitment of staff in accordance with agency policies.
- Promotes staff professional growth, cooperation, and self-development.
- Keeps abreast of developments in secondary curriculum and instruction and provides leadership in implementing these at the school level.
- Performs other duties as assigned by the Principal, Assistant Superintendent and/or Superintendent of Schools.

**QUALIFICATIONS:**

**Knowledge, Skill and Ability:**

Demonstrated achievement in such areas: knowledge of supervisory/evaluation methods; familiar with school reform initiatives; ability to demonstrate strong instructional methodology; use of technology to support instruction and special education programming; ability to communicate in a fair and equitable manner with students, parents, staff, district office, business/industry and the community at large.

**Minimum Experience and Training Required:**

A Master's degree and 18 credit hours. At least five (5) years of teaching experience and three (3) years of leadership/supervisory experience or combination of experiences approved by the State Board of Education.

**Preferred Experience and Training:**

Experience in the techniques of supervision and evaluation; experience utilizing student data to improve student and school performance, and mentor/assessor training. Experience working with adolescent population in urban/suburban/rural areas depending on location.

**Special Requirements or Certification:**

Intermediate Administration and Supervisor Certificate (Endorsement 092).

Appropriate certification by the date of application is required; no substitutions are permissible. Application packets must include proof of certification.

**APPLICATION PROCEDURE:**

Interested candidates should reference announcement #837, submit a cover letter, transcripts, Application for Examination or Employment (CT-HR-12), proof of certification, resume, and three (3) current professional references to: **Ryan Howe, Bureau of Human Resources, 25 Industrial Park Road, Middletown, CT 06457. Tel. # (860) 807-2162.** You may obtain a copy of the application form at <http://www.cttech.org/central/career-ops/application.pdf> . **All required documents must be received by close of business on the closing date to be considered for interview.**

**Closing date for application: April 14, 2014**

**Anticipated date of employment: Immediate Upon Selection**

**Please note: Applications will be accepted via U.S. Mail, fax or hand delivered only.**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, ex, 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 Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2071  
Levy.Gillespie@ct.gov  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

#837  
3/24/14