

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

Pupil Services Specialist (12 month)
Full-time (35 hours per week)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Connecticut Juvenile Training School - Walter G Cady School
Hours: 1st shift
Salary: \$53,237.00 - \$59,818.00 annually
Closing Date: November 20, 2011
Job Posting #: FT43708CJ

Examples of Duties:

The Unified School District II has an immediate employment opportunity for a full-time (35 hours per week) Pupil Services Specialist (12 month) who is certified as a School Counselor for the Walter G. Cady School at the Connecticut Juvenile Training School, Middletown, Connecticut. This PSS, while assuming the duties of this position at Cady School will also work closely with designated facility leads to develop and implement education programming for post high school residents. This programming will encompass post-secondary education, vocational training, independent living skills and other skills designed to prepare students for community re entry, continued post-secondary education, vocational training and/or competitive employment. Responsibilities include, but are not limited to: conducting educational assessments, collecting and examining education records, conducting comprehensive credit analyses and transcript preparation and providing student counseling. Additional duties include conferring with parents and teachers, participating in treatment team meetings, maintaining education records, writing reports and serving as the liaison with local education agencies (LEAs), post secondary education institutions, vocational training programs and/or job sites. Additionally, this PSS may be called upon to chair and participate in planning and placement team meetings (PPTs) and develop individual education plans (IEPs) and must have an in-depth understanding of transition services as a component of individual education programs (IEPs). Current certification as a School Counselor is required.

Experience and Training:

General Experience: A Master's degree which includes a planned program of preparation for the field in which the special services are performed.

Special Requirements:

1. Incumbents in this class must possess an appropriate certificate issued by the Connecticut State Board of Education in special education or special services areas such as school counselor (elementary or secondary), speech and hearing consultant, school psychologist, psychological examiner or school social worker.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Application Instructions: Applicants interested in this position must mail a State application (CT-HR-12), resume, letter of intent, three (3) letters of professional reference, official transcripts and a copy of any license or certification required; state employees must submit two most recent performance appraisals in lieu of references. Please click on the class code for details regarding the description of this position. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations

**CJTS - Human Resources
1225 Silver Street
Middletown, CT 06457
Attn: Victoria Brothers
Fax: 860-638-2441**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.