



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### EMPLOYMENT OPPORTUNITY

#### TALENT OFFICE

#### BUREAU OF EDUCATOR EFFECTIVENESS & PROFESSIONAL LEARNING

#### *ASSOCIATE EDUCATION CONSULTANT EDUCATION CONSULTANT*

**Open to:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT

**Hours:** 8:30 a.m. – 4:30 p.m.

**Job Posting #** 61389 / File #798

**Salary Range:** Associate Education Consultant - \$81,893 - \$105,251\*  
Education Consultant - \$88,804 - \$113,450\*

**Closing Date:** August 21, 2013

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

The Connecticut State Department of Education is currently recruiting for an Associate Education Consultant or Education Consultant position within the Bureau of Educator Effectiveness & Professional Learning. *The selected candidate's credentials will determine the job classification.*

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

An opportunity for an education professional to provide leadership and technical assistance in the area of educator evaluation and professional learning for public school districts. Key responsibilities will include developing policy and procedures regarding the new teacher and administrator evaluation and support system being rolled out in all Connecticut public school districts in 2013-2014, providing technical assistance to districts/schools, coaching district/school leaders about the implementation of the educator evaluation and support system, and collaboration with colleagues, stakeholders and partners to achieve effective implementation of this new system. Responsibilities and assignments may change to meet department needs.

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

- Establishment of policies and procedures for the implementation of a new teacher and administrator evaluation and support system;
- Development and delivery of training to district administrators and teachers;
- Communication with and provision of support to districts, schools, administrators, and teachers;
- Program monitoring of new evaluation system, auditing of districts to ensure compliance with state law, and preparation of state reports, data analysis and grant management;

- Identification and dissemination of best practices and models that evolve from the new educator evaluation and support system; and
- Perform other duties and special assignments as requested by the Division Director or Chief Talent Officer.

## **QUALIFICATIONS**

### **Knowledge, Skill and Ability:**

Candidates should have knowledge of public K-Grade 12 education systems and personnel; K-Grade 12 school-based administration; state standards for teachers and administrators; evaluation methodologies; knowledge of policy and procedure development; knowledge of adult learning theory and design and implementation of professional learning; knowledge of state laws governing the evaluation of public educators; ability to facilitate and contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; and ability to develop and maintain cooperative working relationships.

### **Minimum Experience and Training Required:**

*Education Consultant:* An earned advanced degree and eight (8) years of relevant professional K-Grade 12 experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

*Associate Education Consultant:* An earned advanced degree and five (5) years of relevant professional K-Grade 12 experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

### **Preferred Experience and Training:**

An advanced degree in the field of education, K-Grade 12 school/district administrative experience, and demonstrated skills in oral and written communication, decision-making, and delivering presentations. Candidates should indicate a record of successive advancements. Candidates should demonstrate familiarity with state laws concerning educator evaluation; expertise in policy and procedure development; expertise in developing professional learning opportunities for adult learners; and the ability to communicate and work cooperatively with persons in the department and in the field concerning the evaluation of educators.

The Department encourages applicants who do not meet the stated qualifications, but believe they possess equivalent qualifications to submit written statements indicating how their background and experience qualify them for the position.

## **APPLICATION PROCEDURE:**

Interested candidates should reference announcement #798, 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. Sarah Barzee, Interim Chief Talent Officer, Talent Office, State Department of Education, 165 Capitol Avenue, Hartford, CT 06106, Tel# (860) 713-6806. All required documents must be submitted by the closing date to be considered for interview.**

**Closing date for applications:** **August 21, 2013**

**Anticipated date for employment:** **Immediate upon selection**

“The State of Connecticut Department of Education is omitted to a policy of equal opportunity/affirmative action for all qualified persons. The 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 Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed: 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) 807-2101. Levy.Gillespie@ct.gov.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**#798  
7/31/13**