



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### EMPLOYMENT OPPORTUNITY

#### OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL EFFECTIVENESS EDUCATION STAFF ASSISTANT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open to:** The Public  
**Location** 165 Capitol Avenue, Hartford, CT 06106  
**Hours:** 8:00 a.m. – 5:00 p.m.  
**Job Posting#:** 807 – Pos. #100147  
**Salary Range:** \$51,193 – 134,443\*  
**Closing Date:** September 17, 2013

The Connecticut State Department of Education (CSDE) is currently recruiting for the Education Staff Assistant in the Office of Student Supports and Organizational Effectiveness. \*Compensation is commensurate with experience, training and salary history.

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

An opportunity to provide technical assistance to improve educational outcomes for children and youth involved with child protective services, the juvenile justice system, or alternative programs. Key responsibilities will include providing assistance on the intersection of state and local responsibilities for the delivery of services to children and families of youth engaged with the Department of Children and Families (DCF), the Judicial Department, the Department of Correction (DOC), Department of Mental Health and Addiction Services and other state agencies, collaboration with colleagues and other stakeholders to achieve effective implementation and delivery of services to children and their families, working with staff from other agencies in providing technical assistance to recommend proposed revisions to the state statutes or regulations which impact the provision of educational services. Responsibilities and assignments may change to meet Department needs.

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

- Assist the Chief Operating Officer in the establishment of policies and procedures for the implementation and delivery of services to children and families.
- Represent the CSDE at interagency meetings and on committees such as: DCF Executive Implementation Team for juvenile justice matters; the Criminal Justice Policy Advisory Committee; Governor's Task Force on Justice for Abused Children; Multi Agency Work Group on Youth.
- Identify barriers such as: inability to obtain services and entitlements; residency requirements for the receipt of public education; funding requirements for the distribution of state education grants for children and youth involved with state agency placements; confidentiality requirements which inhibit the flow of information across agencies; or duplicative programs and services offered across agencies.
- Prepare reports, summaries and other documentation to provide management with status updates on ongoing interagency activity regarding services provided to youth and their families with the intent of improving educational outcomes.

- Assist in the development of and review of agency circular letters, policy memos, guidelines and other documents impacting the provision of educational services.
- Facilitate collaboration amongst CSDE bureaus to ensure programs and services for such children, youth and their families are not in conflict with each other and are provided to enhance educational outcomes for such children and youth.
- Perform other duties and special assignments as requested by the Chief Operating Officer.

**QUALIFICATIONS:**

**Knowledge, Skill and Ability:**

Knowledge of the basic philosophy of education; knowledge of organizational behavior and planning; ability to plan educational policy; ability to prepare comprehensive reports; ability to develop and maintain cooperative working relationships; administrative ability; considerable skill in oral and written expression.

**Experience and Training:**

Demonstrated competence to perform the duties and responsibilities of the position as determined by the State Board of Education.

**SPECIAL REQUIREMENT:**

Incumbents in this class may be required to travel.

**PREFERRED EXPERIENCE AND TRAINING:**

Knowledge of child protective services, the juvenile justice system and DOC. Knowledge of how at-risk populations receive services such as education, housing, training and employment counseling. Candidate should demonstrate experience in working with and providing services to families of at-risk youth. Knowledge of how children and youth who are engaged with DCF, the Judicial Department, DOC and other state and local agencies receive educational and other services. Ability to maintain cooperative working relationships and manage multiple tasks and responsibilities.

**APPLICATION PROCEDURE:**

Interested candidates should reference announcement #807, submit a letter of application and resume with details of experience and training, three pertinent 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: **Kim Barberi, Assistant Human Resources Administrator, Department of Education, Bureau of Human Resources, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. # 860- 713-6691. All required documents must be submitted by the closing date to be considered for interview.**

**Closing date for applications: September 17, 2013**

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

“The State of Connecticut Department of Education is committed 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 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, 860-807-2101. [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).”

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

#807  
8/20/13