



# STATE OF CONNECTICUT



## *DEPARTMENT OF EDUCATION*

### **JOB OPPORTUNITY CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM**

#### **ASSISTANT SUPERINTENDENT FOR ADULT PROGRAMS AND WORKFORCE DEVELOPMENT**

**\*\*\*REANNOUNCED WITH NEW CLOSING DATE\*\*\***

**Open to:** The Public

**Location:** 25 Industrial Park Road, Middletown, CT

**Hours:** 8:00 a.m. – 5:00 p.m.

**File/Position:** #796 / 60146

**Salary Range:** \$118,813 - \$162,003

**Closing Date:** November 13, 2014

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

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of Assistant Superintendent for Adult Education and Workforce Development.

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

Oversees Adult Programming for the Connecticut Technical High Schools including apprenticeship, School of Aviation, and evening programs. Expands adult programs and services to identified populations in order to impact the state's workforce needs. Collaborates with business and industry partners to create career pathways for secondary and adult students.

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

- Oversee all matters related to adult financial aid program operations and maintenance in accordance with state and federal regulations and CTHSS policies and procedures.
- Oversee program budget development, origination and disbursement of federal funds and coordination and review of the Integrated Postsecondary Education Data System (IPEDS).
- Ensure that the system is in full compliance with federal, state, and independent audits.
- Supervises and evaluates staff in developing, improving, and supporting the Adult Program Unit.
- Monitors adult student enrollment and creates a marketing strategy to support increase program participation.
- Oversees the preparation of district, state and federal data and research reports, including the accreditation of all adult programs by the Council of Occupational Education (COE) and the aviation programs by the FAA.
- Supervises in conjunction with Building Principals, the system's Regional Assistant Principals.
- Evaluates Central Office personnel assigned to the Adult Program Unit.
- Prepares board reports, policies, and administrative rules for effective oversight and operation of the adult programs.
- Oversees the district's Work Based Learning Program and works to expand and increase placement opportunities for students.

- Collaborates with the Department of Labor (DOL) in the development of apprentice and extension programs.
- Fosters productive relationships with business and industry through the TTAC (Trade Technology Advisory Committees).
- Develops and consistently implements a process to identify new trade technologies that will respond to the state's workforce needs. Monitors the Trade Reauthorization process.
- Creates a learning environment and cohesive team by demonstrating leadership ability coupled with the collaborative skills and temperament to oversee strong teamwork.
- Other duties as required by the Superintendent of the CTHSS.

### **QUALIFICATIONS:**

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

Experience in supervising Adult Programs. Knowledge of principles and practices of educational research and data collection and reporting as they pertain to adult programming. Ability to use technology and computer software applications relative to financial aid programs. Successful implementation of principles and practices of leadership and management. Knowledge of and experience with educational environments, preferably within a technical high school context. Excellent written, verbal and analytical skills. Ability to prepare comprehensive written reports. Ability to train, supervise and evaluate staff. Ability to develop and maintain cooperative working relationships.

### **EXPERIENCE AND TRAINING:**

#### **General Experience:**

An earned advanced degree and eleven (11) years of professional experience in the field of Education or related areas.

#### **Special Experience:**

One (1) year of the General Experience must have been in a managerial capacity in the oversight of the development or administration of an educational bureau, system, operation, school or service.

1. Managerial capacity is defined as full time managerial responsibility for a major program. Position will have supervisory responsibilities but the emphasis should be management activities defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies, developing and/or monitoring a budget.
2. For State Employees, the Special Experience is interpreted at the level of Education Bureau Chief.

#### **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 five (5) years of managerial experience in the oversight of the development or administration of an educational bureau, system, operation, school or service may substitute for the General Experience and the Special Experience.

#### **Special Requirement:**

Must possess Intermediate Administration (092) certification.

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

An advanced degree in educational research or closely related field; three to five years of management experience in the oversight of the development or administration of an educational system; proven leadership in a large school system; successful experience in data and research management of a technical high school system; successful experience hiring, training and supervising school level and central office staff; successful experience developing comprehensive data system, including data warehouse. Successful professional experience serving as an administrator for a large school system, with responsibilities for data management and research.

**APPLICATION PROCEDURE:**

Interested candidates should reference announcement #796, submit a cover letter, transcripts, Application for Examination or Employment (CT-HR-12), proof of certification, resume, and three (3) pertinent 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.**

**Note:** If you have applied for the previously posted Assistant Superintendent position #796 that closed on October 3, 2014, your application will also be considered as part of this applicant pool and you do not need to reapply.

**Closing date for application:** **November 13, 2014**

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

**Please note: Applications will be accepted via U.S. Mail 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, 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 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**

#796  
10/23/14