



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### EMPLOYMENT OPPORTUNITY

#### ACADEMIC OFFICE EDUCATION STAFF ASSISTANT

#### Director of Reading Initiatives

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

**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 #:** #856 - 109962  
**Salary Range:** \$101,558 - \$138,477  
**Closing Date:** November 21, 2014

\*Compensation is commensurate with experience, training and salary history.

The Connecticut State Department of Education (CSDE) is currently recruiting for an Education Staff Assistant in the Academic Office.

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

The Director of Reading Initiatives leads the Connecticut State Department of Education's efforts to improve literacy performance for students across the state and close the reading achievement gap. The Director of Reading Initiatives is responsible for overseeing implementation of the state's PreK-3 reading plan and all statewide K-12 reading/ literacy initiatives.

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

- Lead the state's efforts to ensure that all students are proficient readers by third grade, meet or exceed state standards in literacy, and are prepared for the literacy demands of future schooling, college, and career;
- Facilitate communication, involvement, and collaboration among external stakeholders (e.g., state literacy organizations, parent and community groups, higher education, other state agencies) to find common ground among literacy philosophies, models, and instructional approaches to develop a comprehensive reading model that benefits the varied needs of early readers.
- Serve as a statewide leader and advance a statewide vision for effective PreK-3 literacy supports that result in high reading achievement for all students;

- Lead K-12 reading and literacy initiatives and supervise affiliated staff and consultants;
- Develop and manage the execution of state literacy legislation and state literacy initiatives;
- Develop performance measures associated with implementation of the state's reading and literacy plan, and student achievement across initiatives, and monitor and report on outcomes and progress towards goals;
- Support district and school success in implementation of the state reading plan. Oversee the development, approval, and implementation of K-12 district reading plans
- Coordinate collection, analysis, and reporting of all statewide literacy data;
- Lead the state's efforts to develop and provide professional development to districts, schools, and teachers based on scientifically based reading research to support teacher knowledge, professional learning, and continuous improvement;
- Lead state reading and literacy initiatives / programs to ensure coherent and coordinated statewide implementation
- Communicate with all internal stakeholders to ensure the alignment and coordination of efforts and initiatives to improve literacy;
- Perform other duties related to literacy as assigned by the Commissioner.

#### **Qualifications:**

- Successful experience in educational settings including at the school and district level, with 5+ years in literacy leadership-specific roles;
- Demonstrated knowledge of scientifically-based reading research, and research-based practices related to literacy development;
- Demonstrated ability to improve literacy achievement for all students within school and district settings;
- Proven ability to lead, implement, and monitor large-scale, multi-unit projects with accountability for measurable outcomes;
- Successful administrative and management experience leading a change effort, including proven planning, project management, implementation skills and a sense of urgency for improving reading and closing Connecticut's achievement gap;
- Effective oral and written communication skills, as well as negotiation and conflict resolution skills.

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

- Knowledge of the importance of direct, explicit, systematic instruction in phonemic awareness, phonics, fluency, vocabulary, comprehension, oral language and written expression strategies;
- Knowledge of factors contributing to achievement gaps, targeted strategies for closing achievement gaps across all disaggregated student groups (e.g., MTSS, RTI, SRBI), and proven ability to apply research-based strategies that lead to improved achievement;
- Knowledge of state and national literacy standards;
- Knowledge of the literacy assessment landscape, including assessments for screening, progress monitoring, formative assessment practice, and summative assessment;
- Knowledge of the achievement gap and how race and class play into diminished classroom expectations;
- Knowledge of family engagement models that are inclusive and promote educator understanding of culture, race and class in building effective partnerships;

- Knowledge of, and experience with, state and district data systems including analyzing and evaluating state literacy data and engaging in data-based decision making at the state and district level;
- Knowledge of reading and literacy development, assessment, and instruction for English learners and for students with disabilities grounded in the most current research;
- Familiarity with literacy legislation and other Connecticut reform initiatives (e.g., CT Core Standards and statewide assessment, Alliance Districts, Commissioner's Network Schools, etc.);
- Ability to collaborate among diverse constituent groups and across multiple state bureaus/divisions/departments and work teams and across policy areas related to literacy; and
- Demonstrated ability to work through ambiguity to bring clarity to roles and tasks to meet deliverables.

**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:**

Advanced degree (Ph.D. preferred) in literacy or relevant related area.

**APPLICATION PROCEDURE:**

Interested candidates should reference announcement # 856, submit a letter of application and resume with details of experience and training, three pertinent professional letters of reference 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: **Elizabeth Rivera, Academic Office, 165 Capitol Avenue, Room 223, Hartford, CT 06106. Tel. # 860-713-6753. All required documents must be submitted by close of business on the closing date to be considered for interview.**

**Note:** If you have applied for the previously posted Education Staff Assistant position #856 that closed on October 23, 2014, your application will also be considered as part of the applicant pool and you do not need to reapply.

**Closing date for applications:** **November 21, 2014**

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

**All required documents must be submitted by the closing date to be considered for interview.**

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

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State 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 Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#856  
10/27/14

