

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2454

OPEN COMPETITIVE EXAMINATION FOR: ASSISTANT DIRECTOR OF PUPIL SERVICES

SALARY: \$120,000 - \$140,000/annually (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

MONDAY, APRIL 3, 2023

IMPORTANT:

1. Veterans – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

POSITION SUMMARY:

This class is accountable for assisting with directing, supervising, coordinating, and overseeing all aspects of Special Education and Pupil Services programs and services in the district.

RESPONSIBILITIES (*Illustrative*):

- Assists with designing and implementing appropriate assessment systems to provide data for determining the eligibility of students for special services programs programming or services;
- Assists with developing and directing the orientation and induction program for new staff members, including assigning mentors;
- Assists with developing annual goals and action planning for the special services program and operations;
- Assists with developing procedures for referral, securing medical reports, psychological examination, and placement;
- Assists with developing, monitoring and evaluating special education instructional services to ensure that the District maintains a rigorous, relevant, and results-based curriculum;
- Assists with the development, evaluation, and revision of special education curriculum and instruction and assumes responsibility for the implementation of approved programs;
- Assists with ensuring that special education curriculum and programs are developed, maintained, and revised on a regular basis;

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IMPORTANT:

RESPONSIBILITIES (continued):

- Assists with establishing effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents, and serves as the referral agent to those offices and agencies;
- Assists with establishing performance standards and conducts performance evaluations of assigned staff;
- Assists with establishing procedures for placement, evaluation, assignments, and reappraisal of students with regard to the special services programs and services;
- Assists with evaluating, administering, and supervising on an ongoing basis the system's testing programs including group and individual tests for intelligence, aptitude and achievement;
- Formulates, plans and implements professional development for assigned professional staff (teachers and administrators);
- Assists with implementing policies and procedures and supervises personnel and coordinates activities for all aspects of the District's psychological and mental health services;
- Assists with implementing State regulations and in developing, implementing, and maintaining special education programs;
- Observes and evaluates assigned administrators and staff in accordance with law and established procedures;
- Assists with preparation and filing appropriate grants and claims for special services personnel approval and funding;
- Assists with recruiting, screening, assigning, evaluating and training staff members for the various branches of student personnel services;
- Assists in representing the District's interests as pertains to contractual arrangements for homebound tutoring, hospital instruction, independent evaluations and private placements;
- Supervises and implements, administers and directs case study services for students including the identification, diagnosis, follow-up, and referral of students with problems related to attendance, mental health, or learning disabilities;
- May serve in the capacity of the Director of Pupil Services in his or her absence, as needed.

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KNOWLEDGE, SKILLS AND ABILITIES*:

- Considerable ability to communicate both verbally and in writing including public speaking;
- Considerable ability to implement relevant Federal and State statutes, guidelines and regulations in special education and all special services programs;
- Considerable knowledge of and ability to apply management principles and techniques, including initiation and administration of programs;
- Extensive knowledge of and ability to perform duties in full compliance with all District, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position;
- Knowledge of curriculum standards and models for programming in special education and general education settings;
- Knowledge of instructional practice and professional development models for PK-12 and specialty areas within PK-12 education;
- Knowledge of Restorative Practices, Positive Behavioral Interventions and Supports (PBIS) and Scientific Research Based Interventions (SRBI);
- Excellent leadership skills;
- Excellent computer and keyboarding skills, with specific knowledge in the Google Learning Management System;
- Excellent interpersonal skills;
- Excellent problem-solving and analytical skills;
- Skill at implementing least restrictive environment approach to special services programs;
- Strong budget skills;
- Ability to analyze, interpret, and communicate statistical data derived from qualitative and/or quantitative research;
- Ability to apply knowledge of current research and theory to the duties of the position;

**** These are partial listings of KSA's and Essential Functions for illustrative purposes only and not intended to be an exhaustive listing.***

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REQUIRED EDUCATION AND EXPERIENCE:

- A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574 (a - f).
- Minimum of five (5) years' experience in a leadership position relating to special education and/or related services.
- Minimum of three (3) years' continuous experience as a special education teacher and/or related service provider.
- Experience in an urban district, preferred.
- Experience in special education, social work or school psychology, preferred.

Special Requirement:

- In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

REQUIRED LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Connecticut State Board of Education certification as an Intermediate Administrator/Supervisor (092) and endorsement in one of the following: 065, 165, 061, 070, or 071 will be required at time of appointment.
- Incumbents in this class may be required to possess and retain a current Motor Vehicle Class D Operator's License with a good.

CONTINUING EDUCATION REQUIREMENTS:

- Administrators in this job class must complete all State CEU requirements for re-certification.

**COPIES OF APPLICABLE EDUCATIONAL DOCUMENTS AND
LICENSES/CERTIFICATIONS MUST BE SUBMITTED AT TIME OF APPLICATION**

PART V – Working Conditions, Physical and Mental Requirements

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving			X	
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to a Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Waterbury Public Schools is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

3/31/2023 cll-closing