

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM #1279

OPEN COMPETITIVE EXAMINATION FOR: DEPUTY SUPERINTENDENT OF SCHOOLS

SALARY: \$150,000- \$190,000/Annually

This examination is open to permanent classified employees of the City of Waterbury

This examination is open to permanent classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:30 p.m. on

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

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.

Seniority Points – Credit for this position will be in accordance with the amendment of the Civil Service Rules & Regulations.

EXAMPLES OF DUTIES:

Supporting Superintendent of Schools:

- Planning and administering school activities
- Coordinate and evaluate school programs for curriculum content and teaching techniques
- Responsible for the development and administration of the instructional program for children from pre-school to 12 grade
- Assist in the recruitment, selection assignment, transfer, evaluation and retention of professional personnel.
- Assists in the preparation of the school budget.
- Attends meetings of the Board of Education and other civic meetings.
- Prepares periodic and recurring reports.
- Assists in the planning of new school buildings.
- Studies current and anticipated pupil population in the various schools in order to develop a program that will meet the needs of a growing population.
- Performs a variety of other duties as delegated by the Superintendent of Schools.

Liaising with other departments:

- Provides leadership in the development, implementation and evaluation of improved programs of instruction.
- Holds conferences and meetings, as needed, with officials, other school administrators to develop a coordinated program in all aspects of school system.
- Generates enthusiasm and inspiration with a view toward encouragement of good teaching and raising the standards and interest of the school system;
- Works with the Chief Academic Officer, school principals, department heads and representatives of the State Department of Education with a view toward the appointment of evaluation committees that will analyze evaluate and appraise the various areas of the school system.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

School Knowledge and Instructional Expertise:

- Comprehensive knowledge of modern principles and practices of school administration, including some knowledge of modern business administration and public administration practices.
- Thorough knowledge of modern principles and practices of budget development and execution, personnel administration and office services as applied to the operation of a school system.
- Demonstrated ability to plan and supervise the work of others on a large scale.
- Initiative and resourcefulness in the solution of school administrative problems
- Demonstrated sound professional judgment.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Continued)

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and team skills:

- Ability to build and maintain strong relationships
- Works successfully alone or on a team
- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE OR WILL HAVE IT WITHIN 6 MONTHS:

- Five (5) years' experience as a Principal in a district with a student enrollment of 10,000 or more.
- OR**
- Five (5) years' experience in a central office leadership role in charge of academic affairs in a K-12 system.
- AND**
- Must be in possession of or eligible for a Connecticut State Board of Education Certificate for the position of Deputy Superintendent of Schools (092).
 - A 093 certification is required.
 - A Doctorate degree is preferred.

PLEASE FURNISH A COPY OF ENDORSEMENT #092 WITH APPLICATION

The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

Appeal Process: An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

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E.O.E. M/F/D/V

EEOP Utilization Report is available at www.waterburyct.org