

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

**Promotional Exams#1299**

**PROMOTIONAL EXAMINATION FOR: TEACHING VICE-PRINCIPAL Wallace Middle School**  
**This examination is open to permanent Teachers currently employed by the City of Waterbury (\$2,500.00**  
**stipend/per WTA contract)**

**Applications**, which may be obtained at the Civil Service Office, **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**

### **EXAMPLES OF WORK (Illustrative only)**

- Certified full time teacher, supervises at the discretion of the Principal the playground and the arrival and dismissal procedures;
- Assists the Principal in preparing weekly, bi-weekly or annual reports covering a variety of school accomplishments and activities;
- Assists principal in implementing Waterbury Public Schools discipline code;
- May plan, rehearse, coordinate and be responsible for promotion exercises when assigned by Principal;
- Assumes responsibility of the technology material assigned;
- May be trained to check lesson plans and made suggestions for improvement of classroom teaching methods;
- Assumes the duties and responsibilities of the Principal when Principal is absent;
- Does other related work as required by the Principal.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern practices of elementary education. Knowledge of modern techniques of elementary aligned to the Common Core Teaching Rubric. Knowledge of modern principles and practices of school administration. Knowledge of the rules and regulations of the Board of Education and of statutes and regulations pertaining to elementary education. Willingness to learn. Ability to supervise the work of others.

### **ACCEPTABLE EXPERIENCE & TRAINING:**

Five (5) years' experience as an Elementary and/or secondary school classroom teacher and possession of Connecticut State Intermediate Administrators certificate (092).

### **ADDITIONAL REQUIREMENT(S):**

- Possession of the proper State of Connecticut Certification Endorsement specific to the school in which the individual is applying.
- Google Level 1 Educator Certification required or must obtain the required certification within 6 months of the closing date this announcement.
- Social Emotional Learning (SEL) - Professional Development preferred.

**PLEASE FURNISH A COPY WITH APPLICATION: ENDORSEMENT 092 &  
ENDORSEMENT SPECIFIC TO THE SCHOOL APPLYING**

This position is covered under the written agreement between the City of Waterbury and Waterbury Teachers Association. The Parts and Weights for this examination will be determined prior to conducting the exam. **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.* Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available at [www.waterburyct.org](http://www.waterburyct.org)