

**STATE OF CONNECTICUT  
DEPARTMENT OF REHABILITATION SERVICES**

**Education Bureau Chief**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** Public

**POSITION:** Education Bureau Chief

**JOB POSTING NO:** 86386

**HOURS:** 40 hours per week, Monday to Friday

**SALARY RANGE:** MP-70 \$105,623 – \$144,021  
Unclassified

**LOCATION:** Bureau of Rehabilitation Services  
Department of Rehabilitation Services  
55 Farmington, Avenue, 12<sup>th</sup> Floor  
Hartford, CT 06105

**CLOSING DATE:** **August 12, 2014**

The Department of Rehabilitation Services, Bureau of Rehabilitation Services (BRS) presently is recruiting for an Education Bureau Chief to oversee the Community Living Division. This position will require the management of multiple programs from multiple funding sources. Applicants should have excellent decision making ability, be able to address labor relations issues at all levels and be able to get along with others. Preference will be given to applicants who possess a Master's Degree in Rehabilitation Counseling. Familiarity with sign language is a plus. Statewide travel will be required.

**SUPERVISION:** Reports to the Director of the Bureau of Rehabilitation Services and supervises administrative, professional, clerical and technical staff of the Bureau.

**RESPONSIBILITIES:** Administration and supervision of the staff of the Bureau of Rehabilitation Services (BRS) within the Community Living programs, including: Independent Living, Assistive Technology, Deaf and Hard of Hearing Counseling, Benefits Counseling, Sign Language Interpreting, Driver Training, and Workers' Rehabilitation. Oversight, monitoring, and management of the agency's service delivery models and their impact on the Bureau's budget. Oversight of any boards or advisory committees within the program areas listed above. Oversight of policy development and implementation of casework practices to assure consistency with state and federal laws and regulations. Program and strategy development relative to the agency's State Plans for Vocational Rehabilitation, Independent Living and Assistive Technology. Coordination with other education, social service and workforce entities. Monitoring and reporting all programs within the Community Living Unit.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the disability programs and knowledge of the profession of rehabilitation counseling. Familiarity with the State of Connecticut's processes for budgets, contracts, purchasing, labor relations and personnel regulations. Knowledge of the principles and techniques of budgetary preparations, fiscal forecasting and general fiscal management; knowledge of the principles of professional management including the ability to plan, organize and direct the work of a large scale program. Decision-making ability; ability to prepare and present clear and concise written and oral reports; experience in the supervision and evaluation of staff. Ability to develop and implement policy, coordinate programs and services; familiarity with management information systems; ability to develop and maintain cooperative internal and external working relationships.

**EXPERIENCE AND TRAINING:**

**General Experience:** An earned advance degree and ten (10) years in the field of Education or in a related area.

**Special Experience:** Three (3) years of the General Experience must have been at the full advanced working level in the oversight of the development or administration of an educational bureau, system, operation, school or service.

**Note:** For State Employees this is interpreted at the level of Education Consultant.

**Substitutions Allowed:** An advanced degree and three (3) 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.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** In addition to meeting the above requirements, candidates must send the following information postmarked on or before the closing date in order to be considered for this position:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Three (3) professional references from current and/or former supervisors.
3. Original transcripts maybe required within 30 days of hire/promotion.
4. Candidates currently employed in state service, please submit your two (2) most recent service ratings with your application materials to:

**Department of Rehabilitation Services  
Sabrina Betts Human Resources  
55 Farmington Avenue, Human Resources, 12<sup>th</sup> Floor  
Hartford, CT 06105**

**Please note: Applications will Not be accepted via fax or hand delivery.**

**APPLICATIONS MUST BE POSTMARKED on or before August 12, 2014.**

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**