

**CIVIL SERVICE COMMISSION
CITY OF WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2166

OPEN COMPETITIVE EXAMINATION FOR: SUPERINTENDENT OF SCHOOLS
SALARY: \$ 185,000 ~ \$ 245,000 per year

FRINGE BENEFITS: Health, life and travel insurance; vacation sick, personal and bereavement leave; and other benefits such as retirement, educational stipend, travel allowance and etc. are negotiable.

LAST DAY FOR FILING APPLICATIONS

Applications must be received by Ray & Associates no later than 4:50 pm on

April 23, 2018

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

APPLICATIONS MUST BE SUBMITTED TO:

Ray & Associates - - (Please Note: Applications sent to any other address will not be considered)
c/o Waterbury Superintendent Search
4403 1st Ave. SE #407
Cedar Rapids IA 52402-3221
(319) 393-3115

NOTE: Applicants must also complete the Ray & Associates on line application at www.rayassoc.com.

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 Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF WORK (Illustrative Only):

Prepares and submits recommendations to the Board of Education relative to all matters requiring Board Action;
Providing such information and reports necessary to insure the making of informed decisions;
Initiates and provides guidance in the development of policies for Board consideration, and develops administrative rules and procedures to implement Board policies;
Acts on own discretion if action is necessary in any matter not covered by Board policy and reports such action to the Board as soon as practical;
Administers the development, maintenance and evaluation of a positive educational program to meet the needs of the community and carry out the policies of the Board;
Assures that communication from the Board is properly disseminated;
Conducts regular and special studies and prepares periodic and recurring reports as required by the Board;
Studies and revises together with appropriate staff, all curriculums on a continuing basis and suggests changes in programs;
Supervises methods of teaching, supervision and administration in the schools;
Encourages good teaching by raising the standards and interests of the school system;
Recommends teacher appointments to the Board and makes recommendation for other non-teacher appointment according to applicable Civil Service requirements;

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EXAMPLES OF WORK (Illustrative Only) continued:

Makes assignment and approves transfers of school employees;
Files or causes to be filed, all reports required by Federal and State agencies;
Represents the school system in its relations with other school system, institutions and agencies, community organization and the general public; Interprets the program of the schools to parents;
Participate in contract negotiations in a support role; Supervise preparation of the annual budget and submits with supportive evidence; Does other related work as delegated by the Board of Education.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of the theories and practices of school administration, including some knowledge of modern business administration and public administration practices. Thorough knowledge of modern educational theories and practices of instruction, curriculum development, program development and personnel administration as applied to the operation of a school system. Demonstrated ability to plan, organize, supervise, coordinate and evaluate the work of others on a large scale. Ability to provide positive leadership; ability to communicate effectively both orally and in writing. Initiative, resourcefulness and sound judgment in resolving school administrative problems. Has demonstrated ability to handle labor management relations.

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:

Candidates must have demonstrated leadership ability and be in possession of or eligible for a Connecticut State Certificate for Superintendent of Schools (093).

Candidates must have **EITHER** an earned doctorate in education from an accredited college or university approved by the Connecticut State Department of Education and have three (3) or more years' experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above at a K-12 system **OR** appropriately certified holding degrees below the doctorate and have five (5) or more years' experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above in a K-12 system.

Candidates must have at least five (5) or more years' educational experience as a school based administrator (principal, vice-principal or equivalent) in a large urban school district with more than 10,000 students.

SPECIAL NOTE: This is a three (3) year contract position in accordance with the City Charter.

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

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

EEOP Utilization Report is available upon request.

4-2-18 SM