

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2152

OPEN COMPETITIVE EXAMINATION FOR:

**ELEMENTARY SCHOOL
SUPERVISING VICE-PRINCIPAL**

SALARY: \$94,237 - \$114,738 Annually

LAST DAY FOR FILING APPLICATIONS

Applications, which 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 in our office by 4:50 p.m. on:

SEPTEMBER 19, 2017

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.

EXAMPLES OF DUTIES: Supervises and evaluates all teachers designated by the principal; provides teachers with accurate and timely feedback to improve instruction; makes plans and schedules for recurring and no-recurring school activities; Discusses problems encountered by teachers; Ascertains that loading and unloading of school buses is properly supervised by teachers; Makes compilation and studies of school supply and equipment needs and prepares the necessary requisitions for the signature of the Principal; Plans and observes the supervision of playground activities; Ascertains that pupil records and registers are properly maintained and stored; Conducts periodic and special inspections of the physical facilities of the school building for compliance with standards; Oversees the administration of aptitude, achievement and other tests; Teaches classes and conducts demonstration lessons in connection with the in-service training program for teachers; Teaches classes as needed; Studies rules and regulations of the Board of Education, textbooks, teacher's manuals, instructional material, curriculum guides and financial reports; Conducts a variety of studies and prepares special reports as directed by the Principal.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of modern principles and practices of elementary education; Knowledge of modern techniques of elementary school classroom teaching; Knowledge of modern principles and practices of school administration; Knowledge of rules and regulations of the Board of Education and of the state statutes and regulations pertaining to elementary education; Willingness to learn; Ability to supervise the work of others; Ability to conduct research and write professional reports; understanding of the Common Core of Teaching Rubric, Common Core State Standards, Next Generation Science Standards, 3C Framework; Good physical health and mental and emotional stability.

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 of success as a School Teacher, School Social Worker, School Psychologists, Guidance Counselor, or School Speech Pathologist.
- In addition, must possess Administration Certificate (092)
- Two (2) years' experience as a School Teaching Vice Principal is preferred

PLEASE FURNISH A COPY OF ENDORSEMENT #092 WITH APPLICATION

Applicants who applied for Promotional Exam # 1150 do not need to reapply.

This position is covered under the written agreement between the City of Waterbury and the S.A.W. Union. 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.

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/D/V