

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

**OPEN COMPETITIVE EXAM #2193**

**OPEN COMPETITIVE EXAMINATION FOR: DEPUTY SUPERINTENDENT OF SCHOOLS**

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

**LAST DAY FOR FILING APPLICATIONS**

Applications, which may be obtained by visiting our website at [www.waterburyct.org](http://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:

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**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:**

Assists the Superintendent of Schools in planning and administering school activities; Coordinates and evaluates school programs for curriculum content and teaching techniques; Responsible for the development and administration of the instructional program for children from pre- school to the twelfth (12th) grade and provides leadership in the development, implementation and evaluation of improved programs of instruction; Assists in the recruitment, selection, assignment, transfer, evaluation and retention of professional personnel; Assists in the preparation of the annual school budget; Works closely with the Chief Financial Officer, the Superintendent of Schools and the executive staff in its preparation; 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; 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; Assists in the planning of new school buildings; Conducts regular and special studies; Prepares periodic and recurring reports; Attends meetings of the Board of Education; Attends civic meetings, delivers addresses, and performs other duties in the field of public relations; Performs a variety of other duties as delegated by the Superintendent of Schools.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

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; a good physical condition.

**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:**

Candidates must 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. 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. 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 preferred. 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**  
**E.O.E. M/F/D/V**

10-9-18 CST

**EEOP Utilization Report is available upon request.**