

**STATE OF CONNECTICUT  
DEPARTMENT OF REHABILITATION SERVICES**

**EDUCATION PROJECTS COORDINATOR**

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

**OPEN TO:** Public and Current Employees  
**POSITION:** EDUCATION PROJECTS COORDINATOR  
**JOB POSTING NO:** 83378  
**HOURS:** MONDAY – FRIDAY P-3A, 35 HOURS PER WEEK  
**LOCATION:** 184 Windsor Avenue  
Windsor, CT 06095  
**STARTING SALARY:** \$67,217.00 to \$86,149.00, EA 27 Step 1-9  
**POSTING DATE:** September 29, 2014 to October 10, 2014

The Department of Rehabilitation Services, Bureau of Education and Services for the Blind, is currently recruiting for an Education Projects Coordinator. The selected candidate must have knowledge of individual and group behavior; knowledge of methods and techniques of teaching the blind and visually impaired; knowledge of current education, social, health and economic problems and their relationship to working with the blind and visually impaired; knowledge of adaptive technology; knowledge of interviewing techniques; interpersonal skills; oral and written communication skills; ability to provide counseling and training to clients. Preferred candidate will have training in the teaching of vision-related rehabilitation skills to children who are blind or visually impaired in a group and individual settings.

**EXAMPLES OF DUTIES:**

Plans, develops, authors, coordinates and implements educational and/or social service programs for clients such as early childhood, college preparatory, special employment, socialization, and recreation programs; assists in planning, developing and coordinating staff short term in service training; plans, develops and coordinates short term special educational programs for teachers and various appropriate community groups relating to blindness in general and actual or potential services for blind persons or others with disabilities; assists in planning, developing and implementing of special federal and other grant programs for adults and children with disabilities; identifies needs and determines priorities for further program development and implementation; participates in agency public relations activities and prepares reports as required; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of problems of persons with physical, visual or other disabilities and services available for such persons; knowledge of educational and training methodology; considerable interpersonal skills; considerable oral and written communication skills; some supervisory ability.

## **EXPERIENCE AND TRAINING:**

### **General Experience:**

Seven (7) years of experience serving people who are blind/visually-impaired including those with additional disabilities; considerable responsibility for coordination of educational or training programs and some experience with grant programs.

### **Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in education, rehabilitation or a human services area may be substituted for one (1) additional year of the General Experience.

**APPLICATION PROCEDURE: To be considered candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with three (3) professional references, at least one should be supervisory. State employees should submit a copy of their two most recent service ratings.** The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf).

**Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.** Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**DORS.Recruitment@ct.gov**

**PLEASE NOTE THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL**  
or

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

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE October 10, 2014.**

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