

Birth to Three Program Manager

State Program Manager

Recruitment #260513-4799MP-001

Location Hartford, CT

Date Opened 6/3/2026 12:00:00 AM

Salary \$98,695 - \$134,575/year* *(New hires to state service start at the minimum)

Job Type Open to the Public

Close Date 6/12/2026 11:59:00 PM



INTRODUCTION



CONNECTICUT Early Childhood

The State of Connecticut, Office of Early Childhood is now seeking a Birth to Three Program Manager (State Program Manager) in Hartford, CT.

What We Can Offer You:

- Visit our new [State Employee Benefits Overview](#) page!
- Professional growth and development opportunities.
- A healthy work/life balance to all employees.

Position Details:

- Full-time, 40 hours/week
- Monday-Friday
- 8:00 AM - 4:30 PM
- Hybrid work opportunity

The Role:

The Early Intervention division oversees Part C of the Individuals with Disabilities Education Act (IDEA) providing professional development, data management, and accountability and monitoring. Part C of IDEA focuses on services for infants and toddlers' birth through age three who have developmental delays or disabilities. The State Program Manager will be responsible in providing direct supervision to the divisions staff, ensuring accountability, performance management, and technical assistance as needed. This position will also be responsible for standardizing project management practices to improve efficiency, reduce risk of non-compliance to IDEA Part C, and meet deadlines.

Some Key Responsibilities include:

- Manage program staff and oversee planning, coordination, and execution of complex projects.
- Monitor performance of staff and provide leadership to align activities with strategic objectives as outlined in the CT's IDEA Part C logic model.
- Manage the team to ensure the state maintains compliance with state statutes, federal laws, and agency policies, while ensuring adherence to grant requirements.
- Serve as a liaison between staff, the division director, and external stakeholders to promote collaboration, accountability, and efficient resource utilization.

SELECTION PLAN

FOR ASSISTANCE IN APPLYING:

Check out our Applicant Tips on How to Apply! Need more resources? Visit our Applicant Toolkit for additional support throughout the recruitment process.

BEFORE YOU APPLY:

- **Meet Minimum Qualifications:** Ensure you meet the Minimum Qualifications listed on the job opening by the job closing date. You must specify your qualifications on your application.

The minimum experience and training requirements listed must be met by the close date on the job opening, unless otherwise specified.

- **Educational Credits:** List your earned credits and degrees from accredited institutions accurately on your application. To receive educational credits towards qualification, the institution must be accredited. If the institution of higher learning is located outside of the U.S., you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies to the contact listed below by the closing date listed on the job posting.
- **Resume Policy:** Per Public Act 21-69, resumes are not accepted during the initial application process. As the recruitment process progresses, candidates may be required to submit additional documentation to support their qualification(s) for this position. This documentation may include: a cover letter, resume, transcripts, diplomas, performance reviews, attendance records, supervisory references, licensure, etc., at the request and discretion of the hiring agency.
- **Preferred Shift/Location:** Select all location(s) and shift(s) you are willing to work on your application. Failure to do so may result in not being considered for vacancies in that specific location or shift.
- **Timely Submission:** All application materials must be received by the job posting deadline. You will be unable to make revisions once you officially submit your application to the State. Late submissions are rarely accepted, with exceptions only for documented events that incapacitate individuals during the entire duration of the job posting. Request exceptions by emailing DAS.SHRM@ct.gov.
- **Salary Calculations:** For current state employees, salary calculations are not necessarily comparable from one of the three branches of state government (i.e., Executive, Legislative, Judicial) to the other.
- **Note:** The only way to apply to this posting is via the 'Apply' or 'Apply Online' buttons on the official State of Connecticut Online Employment Center job posting.

AFTER YOU APPLY:

- Some email providers may experience delays or issues delivering messages. To avoid missing important updates—such as referral questionnaires or interview scheduling links—please check your Personal Status Board regularly. For added convenience, you can also enable text (SMS) notifications. To do this, log in to your Personal Status Board and select “Update My Contact Information
- **Referral Questions:** This posting may require completion of additional Referral Questions (RQs), which must be completed by the questionnaire’s expiration date. If requested, RQs can be accessed via an email sent to you after the job close date or by visiting your JobAps Personal Status Board (Certification Questionnaires section).

- **Prepare For An Interview:** Interviews are limited to those whose experience and training are most aligned with the role. To prepare, review this helpful Interview Preparation Guide to make the best impression!
- Stay connected! Log in daily to your JobAps Personal Status Board to track your status and check email (including spam/junk folders) for updates and tasks.
- The immediate vacancy is listed above, however, applications to this recruitment may be used for future vacancies in this job class.
- **Note:** This position will be filled in accordance with contractual language, reemployment, SEBAC, transfer, promotion and merit employment rules. Candidates who are offered and accept a position with the State of Connecticut are bound by the State Code of Ethics for Public Officials and State employees, available at www.ct.gov/ethics.

QUESTIONS? WE'RE HERE TO HELP:

Due to high volume, we are unable to confirm receipt or provide status updates directly. For recruitment updates, please check your Personal Status Board and review our Frequently Asked Questions. If you have additional questions about the recruitment process, reach out to Hayley Newhouse at hayley.newhouse@ct.gov.

Join the State of Connecticut and take your next career step with confidence!

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for planning, organizing and directing an agency program and/or project or directing the development and administration of programs within a division.

SUPERVISION RECEIVED

Receives administrative direction from an administrative official of higher grade.

SUPERVISION EXERCISED

Directs staff as assigned.

EXAMPLES OF DUTIES

- Directs staff and/or operations of an agency program and/or project or division;
- Coordinates, plans and manages program and/or project activities;
- Formulates goals and objectives;
- Develops or assists in development of related policy;
- Interprets and administers pertinent laws;
- Provides input or evaluates staff;
- Prepares or assists in preparation of budget;
- Maintains contact with individuals within and outside of agency who might impact on program and/or project activities;
- Serves on committees and/or task forces as required;
- Speaks before professional and lay groups on subjects related to the agency mission;
- Leads the recruitment and hiring of staff, including outreach, interview and selection;
- Performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

- Considerable knowledge of
 - and ability to apply management principles and practices;
 - relevant state and federal laws, statutes and regulations;
 - project management;
 - principles and practices of business and public administration with emphasis on effective organization, administration and management
- Considerable
 - interpersonal skills;
 - oral and written communication skills;
- Considerable ability to analyze organizational problems and determine effective solutions.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Nine (9) years of professional experience.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been in the specific area of assignment.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.
- Department of Labor: Two (2) years of experience as an Apprenticeship and Training Program Manager may be substituted for the General and Special Experience.

PREFERRED QUALIFICATIONS

- Experience managing multiple early intervention or education-related projects, including developing project timelines, monitoring progress, and ensuring deliverables within Connecticut's Birth to Three system or similar Part C programs.
- Experience supervising professional staff in an early childhood, special education, or human services setting, including planning, and organizing work, conducting performance evaluations, and implementing staff development plans aligned with Birth to Three practices.
- Experience analyzing, interpreting, and applying Connecticut state statutes, IDEA Part C federal regulations, and agency policies to ensure program and compliance requirements are met.
- Experience establishing and maintaining effective working relationships with internal teams, Birth to Three program providers, community partners, and other early childhood stakeholders.
- Experience collaborating with state agencies, local programs, and external partners to ensure compliance with IDEA Part C, state statutes, and Connecticut's Birth to Three policies and procedures.
- Experience in attending leadership trainings in early intervention and special education practices (for example, attended CT Leadership Academy, National Leadership Academy, Early Intervention Professionals Specialist (EISP), or completion of the Early Interventionist Specialist (EIS) Credential (formerly Infant Toddler Family Specialist - ITFS)).

CONCLUSION


AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER


The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

ACKNOWLEDGEMENT

As defined by Sec. 5-196 of the Connecticut General Statutes, a job class is a position or group of positions that share general characteristics and are categorized under a single title for administrative purposes. As such, a job class is not meant to be all-inclusive of every task and/or responsibility.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p></p>
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