

Notice of Vacancy

Reference Number: DOE-072-24

Title: Education Program Development Specialist 1

Range/Title Code: P26/70339

Salary: \$78,024.71 - \$111,000.80

Position Number: 943880

Issue Date: October 21, 2024

Closing Date: November 4, 2024

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Teaching and Learning Services, Office of Educator Effectiveness

Description

Under direction of the Director, Office of Educator Effectiveness, assists in the design, production, and delivery of curricula, training, program improvement, and related education services to education agencies to ensure achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; under supervision, performs work of a professional nature in monitoring and evaluating education programs in school districts statewide; and performs other related work as required.

Contributes to the advancement and implementation of educator evaluation, professional development and mentoring programs statewide by assisting in tasks including: conducting research, soliciting input from stakeholders, and generating recommendations on best practices which leverage evaluation systems in the professional development and support of teachers at all levels of effectiveness. Assists in the development of appropriate guidance and offering technical assistance to school districts on regulation implementation as well as best practices in the areas of professional development, mentoring and educator evaluation. Support the office and school districts in ongoing efforts to improve the use of data to support and guide teacher growth. Assist in work streams funded by discretionary grants. Collaborate with offices throughout the Department, particularly the county offices, in providing ongoing support to

school districts statewide. Work with school districts across the state in leveraging the New Jersey Standards of Professional Learning in developing comprehensive professional learning programs statewide. Support the Office of Educator Effectiveness in advancing and leveraging teacher voice throughout the state.

Requirements

Education

Graduation from an accredited college or university with a Master's degree in Education or related field.

Note: Graduation from an accredited college or university with a Master's degree in any field *and* possession of a New Jersey Teacher's, Supervisor's, or School Administrator's certificate issued by the State Board of Examiners and/or other professional endorsement in field may be substituted for the above education.

Experience

Three (3) years of experience in education programs in a school district or other educational institution.

Preferred Education/Experience

Three (3) years of experience in a school district serving as a teacher, and/or building or district level supervisor; employment in a school district within the past four years; and experience in providing professional development to school district staff.

Open to the Following

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website info.csc.state.nj.us/jobspec/70339.htm.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

SAME Applicants

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: nj.gov/csc/same/overview/index.shtml, email: CSC-Same@csc.nj.gov, or call the Civil Service Commission at (609)-292-4144, option 3.

EOE/AA Statement

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.