



# State of New Jersey

## DEPARTMENT OF EDUCATION

# Notice of Vacancy – Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

**Reference Number: DOE-070-23**

**Title:** Government Representative 1 (Director,  
Office of Charter and Renaissance Schools)

**Range/Title Code:** X98/55512

**Salary:** To be determined

**Position Number:** 656072

**Issue Date:** June 13, 2023

**Closing Date:** Until filled

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

**Location:** Trenton, New Jersey

**Division:** Division of Field Support and Services,  
Office of Charter and Renaissance Schools

### Description:

Under the direction of an Executive Director, Division of Field Support and Services, core responsibilities include but are not limited to; the creation, maintenance, and dissemination of documents, tools, and correspondence related to the functions of the Office of Charter and Renaissance Schools; ensure that all charter schools are compliant with all applicable New Jersey Administrative Codes through the performance framework, annual report, renewal process, and closure process; development of rules and regulations related to charter and renaissance school projects through the State Board of Education rulemaking process; review and analysis of legislative proposals affecting charter and renaissance school projects, and provide guidance to the field on applicable laws; work inter-divisionally within the New Jersey Department of Education to establish and maintain effective work communications; present and/or attend conferences and workshops as approved by the Assistant Commissioner to deliver professional development/technical assistance and/or to conduct research as needed regarding charter and renaissance school projects; lead and supervise staff; and performs other related work as required.

### Requirements:

**Education:** Graduation from an accredited college or university with a minimum of a Master's degree in Education.

**Experience:** Five (5) years of education experience, three (3) years of which shall have been in a supervisory capacity.

**Preferred Education/Experience:** Charter school professional experience in a supervisory capacity, writing and revising administrative code, guidance, and technical documents.

### 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 requirements listed above

**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.

### Forward a cover letter and resume electronically to:

[resume3@doe.nj.gov](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line)

**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: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call the Civil Service Commission at (833) 691-0404.

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.