



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

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

Reference Number: DOE-103-22

Title: Education Program Development Specialist 2

Range/Title Code: P28/70341

Salary: \$79,848.66 - \$113,786.94

Position Number: 656022

Issue Date: January 6, 2023

Closing Date: February 3, 2023

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

Location: Trenton, New Jersey

Division: Division of Early Childhood Services,
Office of Preschool Education

Description:

Under general direction of the Director, Office of Preschool Education, designs, produces, and delivers curricula, training, program improvement, and related education services to education agencies to ensure the achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; performs work of a professional nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide; and performs other related work as required.

May perform assigned activities to ensure the implementation of high-quality early childhood programs primarily in state funded districts and all other school districts as required (preschool to 3rd grade); reviews and assesses districts' early childhood plans and reports; may provide technical assistance to field personnel and local school districts; may develop or revise database profiles; may define model programs and strategies (preschool to 3rd grade); may review literature and prepare reports; may plan workshops and statewide conferences; and delivers essential services, e.g. social and health services, from other state agencies to support early childhood education programs and services in the state funded districts.

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: Four (4) years of experience in education programs in a school district or other educational institution.

Preferred Education/Experience: Graduation from an accredited college or university with a Master's degree in Early Childhood Education (Preschool to 3rd grade). Experience in preschool or K-3 (Early Childhood Education), classroom observation skills, working with pupils at risk of school failure, providing technical assistance and professional development, or interagency collaboration along with English language learners, preschool or K-3 assessments, early literacy, early math, and early science expertise.

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

<https://info.csc.state.nj.us/jobspec/70341.htm>.

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 (include the Reference # in the subject line)

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.