



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 143-23 **ISSUE DATE:** March 20, 2023  
**TITLE:** **CONSULTANT, CURRICULUM & INSTRUCTION 2 (UNCLASSIFIED)** **CLOSING DATE:** April 3, 2023  
**LOCATION:** Department of Children and Families (DCF)  
Office of Training and Professional Development  
30 Van Dyke Avenue  
New Brunswick, NJ 08901  
**POSITIONS:** 6 **RANGE:** P26  
**DISTRIBUTION:** STATE-WIDE **SALARY:** \$72,836.90 – \$103,620.41

**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

**DEFINITION:** A position in this job category typically develops educational programs; identifies educational and training goals and objectives; instructs staff on policies and procedures; and consults with staff members for identification of staffing or operational needs.

### **SPECIAL NOTE:**

The Office of Training and Professional Development (OTPD) leads training and professional development initiatives for all DCF divisions and offices with a large focus on the child welfare workforce. OTPD is finalizing 2-3-year strategic priorities that will be responsive to DCF's changing landscape and needs. DCF's evolving training and professional development needs require OTPD to expand and update its operational structure.

OTPD is expanding and is hiring six Consultant, Curriculum & Instruction 2 positions.

The responsibilities for these positions will include:

- Instructional design processes and learning products designed for DCF operations.
- Instructional design and delivery deliverables through various service contracts.
- Evolving competency-based learning pathways and transfer of learning processes and strategies.
- Curriculum maintenance (e.g. policy and values integration, organization and collection of materials, trainer curriculum access, standardization).

Preferred candidates will be able to demonstrate experience, skills and knowledge related to:

- Adult learning theory
- Instructional design processes
- Implementing hybrid learning experiences
- Transfer of learning
- Instructional technologies (including e-learning)
- Articulate 360
- Training and facilitation competencies and standards
- Project management

The candidates selected for these positions will also demonstrate OTPD's values with a strong emphasis on customer service skills and the ability to forge collaborations and partnerships that model a strong community built on teamwork, respect, equity and integrity.

This position requires knowledge and understanding of DCF's strategic plan and a commitment to learning, growth, leadership, and self-reflection.

## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree.

**EXPERIENCE:** Three (3) years of experience involving the development of educational programs.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** A New Jersey instructional or educational services certificate issued by the New Jersey State Department of Education in a subject matter appropriate to the position to be filled, as determined by the appointing authority.

**SUBSTITUTIONS:** A Master's degree in Education or related fields, as determined by the appointing authority, may be substituted for one (1) year of the required experience.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**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 CSC at (833) 691-0404.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

## **IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### **Electronic Filing:**

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**