

Notice of Vacancy

Reference Number: DOE-085-24

Title: Education Program Development Specialist 1 (Assessment Coordinator)

Range/Title Code: P26/70339

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

Position Number: 654506

Issue Date: November 19, 2024

Closing Date: December 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 Assessment

Description

Under direction of a manager in the Office of Assessment, 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.

Assists in the development and coordination of the graduation assessment programs (i.e., portfolio appeals and New Jersey Graduation Proficiency Assessment [NJGPA]) to education agencies; assists in the development of training materials and conducts training activities for local education agency staff related to the graduation assessment programs; consults with local program staff and provides technical assistance needed to develop/implement improved assessment materials and methods; writes reports and recommendations pertaining to program effectiveness and efficiency; and analyzes legislation pertaining to educational programs related to graduation assessment requirements and recommends changes.

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

Experience as a test coordinator or the Portfolio Appeals Coordinator for a New Jersey school district and a strong working understanding of the administrative code and New Jersey State statute related to the graduation assessment requirement.

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.nj.gov/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.