

# Notice of Vacancy

**Reference Number:** DOE-048-24

**Title:** Education Program Development Specialist 2

**Range/Title Code:** P28/70341

**Salary:** \$85,535.88 - \$121,891.47

**Position Number:** 652421

**Issue Date:** July 29, 2024

**Closing Date:** August 12, 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 Innovation

## Description

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Under general direction of the Director, Office of Innovation, 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.

Incumbent will provide professional development and technical assistance in the integration of artificial intelligence (AI) in education to support teaching and learning throughout school districts statewide; Oversee the Office of Innovation's AI research and development efforts; Manage state grant programs; Provide assistance designing, implementing, or reviewing educational programs to integrate innovative technologies and teaching methodologies, ensuring alignment with educational goals of the New Jersey Student Learning Standards; Serve as a liaison to professional organizations, agencies, and institutions of higher education to ensure effective integration of AI in a variety of learning environments; Conduct analysis and reporting of academic literature, legislation, and key issues; Consult with experts in the field to stay abreast of current and future trends in artificial intelligence related to education.

# Requirements

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## Education

Graduation from an accredited college or university with a Master's degree in Education or related field as determined by the Appointing Authority.

**NOTE:** Graduation from an accredited college or university with a master's degree 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 determined by Appointing Authority 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

A Master's degree from an accredited college or university in artificial intelligence machine learning or educational technology; or professional certification in AI or four (4) years of experience with the integration of emerging educational technologies in a school district or other educational institution.

Familiarity with the application of AI large language models (LLMs) for teaching and learning. Familiarity with the New Jersey Student Learning Standards for computer science, design thinking, or career readiness, life literacies, and key skills; Possession of strong interpersonal, analytical, writing, and project management skills; and experience in the design and delivery of professional development.

## Open to the Following

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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/70341.htm](http://info.csc.state.nj.us/jobspec/70341.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

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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](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## EOE/AA Statement

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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.