

Notice of Vacancy

Reference Number: DOE-088-24

Title: Manager 1 Education

Range/Title Code: &32/61604

Salary: \$102,944.26 - \$147,131.56

Position Number: 060028

Issue Date: December 11, 2024

Closing Date: December 26, 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 Career Readiness

Description

Under general direction of the Director, Office of Career Readiness, directs, manages, and supervises an important, primarily single objective program or unit. This includes the development, planning, organization, and supervision of goals, policies, procedures, and work processes of the program and staff.

Responsibilities include, but are not limited to, the approval and re-approval of secondary career and technical education (CTE) programs of study; Managing the development of discretionary grants and MOUs including Career and Technical Student Organizations (CTSO's); Oversees CTE teacher certification and preparation programs; Oversees the activities related to the administration of the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act; Interact with the Department of Labor on workforce development to enhance how labor market data informs CTE programs; Use technology to understand and evaluate data and analyze budgets; and review reports for accuracy and thoroughness; and performs other related work as required.

Requirements

Education

Graduation from an accredited college with a Master's degree in Education or other field that is directly related to the functions of the assigned position, including two (2) years in an administrative or supervisory capacity.

Experience

Five (5) years of experience in education or other field that is directly related to the functions of the assigned position, including two (2) years in an administrative or supervisory capacity.

Certification

A valid Standard Certificate or Supervisor Certificate issued by the Board of Examiners of the New Jersey Department of Education.

Preferred Education/Experience

Experience in working with state and federal laws and regulations regarding CTE; The ability to develop and manage a state level program including setting goals, planning, and developing policies and procedures; Ability to prepare and direct preparation of accurate reports; Strong organizational skills; Ability to establish cooperative working relationships and manage staff.

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/61604.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.