

Notice of Vacancy

Reference Number: DOE-071-24

Title: Education Program Development Specialist 1

Range/Title Code: P26/70339

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

Position Number: 939163

Issue Date: October 21, 2024

Closing Date: November 18, 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 direction of a supervisor in the Office of Career Readiness, 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.

Contributes to the advancement and implementation of Career and Technical Education (CTE) programs of study at the statewide level by assisting in conducting local and state evaluation of instruction programs as required by State and Federal law/regulation specifically focusing on opportunity gaps, performance gaps, and equity strategies; consulting with local program staff and provides technical assistance needed to develop/implement improved curricular/instructional materials and methods; assists with the facilitation of CTE professional development sessions for districts and colleges, focusing on equity in CTE; reviews annual program plans, applications for funds, and final reports, and recommends acceptance, modification, or disapproval; analyzes legislation pertaining to educational programs; and assists in the development of guidance documents and reports.

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

Graduate course work in pedagogy, curriculum design, and supervision; at least two (2) years of experience in curriculum development and/or design, preferably in career and technical education; knowledge of theories, curriculum development and instructional methods/techniques, preferably including both secondary and postsecondary educators; ability to provide planning and program improvement assistance for educational programs; knowledge of state and federal laws and regulations regarding career and technical education; and proficient in Microsoft Office Suite including Teams, Outlook, Excel, Word, and PowerPoint.

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.state.nj.us/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.