

# Notice of Vacancy

**Reference Number:** DOE-081-24

**Title:** Education Program Development Specialist 2 (Special Education)  
(County Special Education Specialist)

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

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

**Position Number:** 907900

**Issue Date:** November 6, 2024

**Closing Date:** November 20, 2024

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Cape May Courthouse, New Jersey

**Division:** Division of Field Support and Services, Cape May County Office of Education

## Description

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Under general direction of the Executive County Superintendent of Schools, designs, produces, and delivers Special Education 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 difficult nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide; and performs other related work as required.

Provides technical assistance to school districts to improve programs and services for students with disabilities and their families and leads county-level professional development groups; reviews and approves local educational programs.

Approves facilities and assists district personnel with development of effective special education services and all placements of students in private schools for students with disabilities and in other schools outside of the resident district.

Assists educators, administrators, and parents in resolving conflicts pursuant to due process procedures and serves as liaison between the Department and local special education administrators.

# Requirements

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## Education

Graduation from an accredited college or university with a Master's degree in Special Education or a field related to Special Education.

Note: Applicants who possess a Master's degree which is not in Special Education or a related field may substitute a New Jersey educational certificate issued by the State Board of Examiners and/or other professional endorsement in Special Education, as Teacher of the Handicapped, Learning Disabilities Consultant, School Psychologist, School Social Worker, or certification in a related field.

## Experience

Four (4) years of experience in a school district or other educational institution in programs providing Special Education.

## Preferred Education/Experience

Experience and knowledge of Naples Law, class size waivers, home instruction, IDEA flow-through applications, final and carryover reports for IDEA, private schools for the handicapped, and requests to establish change or eliminate special education programs.

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