

# Notice of Vacancy

**Reference Number:** DOE-067-24

**Title:** Education Program Development Specialist 1 (Special Education)  
(Preschool Specialist)

**Range/Title Code:** P26/70339V

**Salary:** \$78,024.71 – \$111,000.80

**Position Number:** 934326

**Issue Date:** October 9, 2024

**Closing Date:** October 23, 2024

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

**Location:** Trenton, New Jersey

**Division:** Division of Educational Services, Office of Special  
Education

## Description

---

Under direction of a supervisor in the Office of Special Education, or other supervisory official, in a State Department, assists in the design, production, and delivery of 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; under supervision, performs work of a difficult nature in the monitoring and evaluation of education programs in school districts statewide.

The Preschool Specialist will support the Office of Special Education preschool initiatives; Assists in the design and implementation of procedures and instrumentation for the ongoing assessment of local district staff training and preschool Special Education needs; Consults with local program staff, schools and districts and provide technical assistance in the development and implementation of improved preschool Special Education programming, materials, and methods for preschool students with disabilities. In cooperation with the Preschool Team, county offices and regional units; Assists with developing and providing training activities for staff employed in local education agencies; and performs other related work as required.

# Requirements

---

## Education

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 a school district or other educational institution in programs providing Special Education.

## Preferred Education/Experience

Knowledge of state and federal laws, codes, and regulations governing Special Education; knowledge of state recommended preschool curriculum and assessment, the New Jersey Preschool Teaching and Learning Standards, Pyramid Model strategies for Positive Behavior Supports and experience utilizing classroom-based assessments in preschool such as the Early Childhood Environmental Rating Scale (ECERS-3) and the Inclusive Classroom Profile (ICP); Knowledge of best practices in early childhood education supporting the inclusion of preschoolers with disabilities in general education programs; knowledge of the federal requirements for capturing data on preschool outcomes for the state; and demonstrated experience in planning and organizing public presentations for the team.

At least three (3) years of experience in a school district or other educational institution in preschool programs providing special education and/or related services. Experience providing pre-service or in-service professional development training for school 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 <https://info.csc.state.nj.us/jobspec/70339V.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](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

---

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.