

Notice of Vacancy

Reference Number: DOE-068-24

Title: Planning Associate 1

Range/Title Code: P26/72623

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

Position Number: 903997

Issue Date: October 18, 2024

Closing Date: November 1, 2024

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

Location: Trenton, New Jersey

Division: Division of Field Support and Services, Office of Recruitment, Preparation and Certification

Description

Under direction of a supervisor in the Office of Recruitment, Preparation, and Certification, assists in developing short and long-term education and/or financial plans; assists in conducting analyses and evaluations of curricula and other education programs, surveys, needs assessments, and related research; assists in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocations; performs mandated regulatory functions; works with some independence in areas of assignments.

The Preparation Policy Analyst is responsible for making policy recommendations based on national and state research and data regarding educator preparation. In leading educator preparation policy implementation, the Preparation Policy Analyst will engage necessary stakeholders, manage the program approval process, provide technical assistance to educator preparation providers, and communicate with educator preparation programs regarding approval decisions. The Preparation Policy Analyst will hold all educator preparation programs to high standards in preparing candidates to become effective educators who drive student success in the classroom; and performs other related work as required.

Requirements

Education

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

Experience

Three (3) years of experience in education administration, planning, research, program evaluation, or finance.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

Preferred Education/Experience

At least two (2) years of experience in a P-12 setting; Teaching, supervising, or mentoring in-service or pre-service teachers; Strong understanding of national research and trends in educator preparation; Ability to analyze and share data; Strong organizational, presentation, and problem-solving skills; Knowledge of educator preparation landscape at the local and national level.

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/72623.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.