

# Notice of Vacancy

**Reference Number:** DOE-073-24

**Title:** Education Program Development Specialist 1

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

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

**Position Number:** 918912

**Issue Date:** October 24, 2024

**Closing Date:** November 7, 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

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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.

Assists in the development and implementation of statewide rigorous Career and Technical Education (CTE) programs of study including: conducts local and state evaluation of instruction programs as required by law/regulation; consults with local program staff and provides technical assistance needed to develop/implement improved curricular/instructional materials and methods; approves applications and reports in compliance with state and federal grant requirements; reviews annual program plans, applications for funds, and final reports, and recommends acceptance, modification, or disapproval; reviews monthly/annual reports and writes reports and recommendations pertaining to program effectiveness/efficiency; assists in developing program guidelines in the areas of curricula and instructional materials/methods; analyzes legislation pertaining to educational programs and recommends changes; provides professional development to foster innovative teaching and learning strategies

appropriate to CTE; assists in developing CTE program resources and online professional learning tools such as webinars and videos to enhance statewide implementation of CTE programs of study; and supports partnerships between secondary and postsecondary institutions.

## Requirements

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### 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

Two (2) years of experience curriculum development and/or design in career and technical education; experience in providing professional development, including both secondary and postsecondary educators; knowledge of the area of professional specialization including current practices, historical perspective, and future trends; knowledge of education theories, curriculum development, and instructional methods/techniques; knowledge of state and federal laws and regulations regarding career and technical education; ability to assess problems in education and implement plans to resolve them; ability to provide planning and program improvement assistance for educational programs; and proficient in Microsoft Teams, Word, PowerPoint, and Excel.

## 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/70339.htm](http://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

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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.