



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-019-23

Title: Manager 1 Education
Range/Title Code: &32/61604
Salary: \$96,099.57 - \$137,348.82
Position Number: 907926
Issue Date: February 22, 2023

Closing Date: March 22, 2023
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 Assessment

Description:

Under general direction of the Director, Office of Assessment, directs, manages, and supervises an important, primarily single objective program or unit. This includes the development, planning, organization, and supervision of goals, policies, procedures, and work processes of the program and staff; and performs other related work as required.

Samples of work may include:

Directs the activities of the program and staff; sets goals; plans and supervises the implementation of work programs; develops unit policies and procedures in accordance with Department policies and goals. Prepares and directs the preparation of reports and studies containing findings and recommendations for the review, information, and assistance of supervisors. Compiles and summarizes statistical and other data for reports. Recommends, administers, and monitors the program or unit budget. Supervises the work operations of assigned staff, develops performance standards, makes performance evaluations, and provides guidance and counsel to staff. Recommends personnel actions within the program or unit including promotions, hiring, and disciplinary actions in accordance with department policies and state regulations. Consults with and seeks approval from the supervisor on unusual problems or policy matters, particularly when the result of decisions impact significantly on other Department programs. Represents the Department at conferences, seminars, or meetings as required. Serves on ad-hoc and standing committees as required. Supervises the maintenance of essential records and files.

Requirements:

Education: Graduation from an accredited college with a Master's degree in Education or a field related to the area of assignment.

Experience: Five (5) years of experience in education or other field that is directly related to the functions of the assigned position, including two (2) years in an administrative or supervisory capacity.

Certification: A valid Standard Certificate or Supervisor Certificate issued by the Board of Examiners of the New Jersey Department of Education.

Preferred Education/Experience: Working with state-wide assessments, and/or large-scale assessments in education or related field; demonstrated ability to develop, administer, and monitor the program or unit budget; demonstrated ability to speak in public; and knowledge of large scale assessment systems.

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/61604.htm>.

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.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

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: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

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.