

Notice of Vacancy

Reference Number: DOE-045-24

Title: Education Program Development Specialist 2

Range/Title Code: P28/70341

Salary: \$82,643.36 – \$117,769.55

Position Number: 093501

Issue Date: June 28, 2024

Closing Date: July 12, 2024

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

Location: Newark, New Jersey

Division: Division of Field Support and Services, Essex County Offices of Education

Description

Under general direction of an Executive County Superintendent of Schools, designs, produces, and delivers 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 professional nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide; Monitors school districts through the state education monitoring system, New Jersey Quality Single Accountability Continuum (NJQSAC); Implements program improvement services for local education agencies (LEA's) In the county; Performs compliance review on behalf of other Department of Education program offices; Responds to and provides information related to constituent education services inquiries; 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 as determined by the Appointing Authority.

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

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

Preferred Education/Experience

Work experience in educational programs in a school district or other K-12 educational institution; Experience in providing, coordinating or administering curricula, training, program improvement and related programs or services; Familiarity with monitoring and evaluation of education programs in school districts or other educational programs; An understanding of the federal and state education requirements and the use of Federal Every Student Succeeds Act (Federal ESEA) funds by school districts.

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/70341.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.