

Notice of Vacancy

Reference Number: DOE-087-24

Title: Literacy Specialist (Project Specialist)

Range/Title Code: P98/60005

Salary: TBD

Position Number: 927789

Issue Date: December 4, 2024

Closing Date: December 26, 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 Learning Equity and Academic Recovery

Description

Under direction of the Director of the Office of Learning Equity Academic Recovery (LEAR) assist in designing, producing, and delivering literacy 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 difficult nature and generally works independently in the evaluation of education programs in LEAs statewide.

Assist with providing technical assistance in designing and implementing plans to increase academic achievement and functional outcomes for economically disadvantaged students, students experiencing homelessness, migratory students, and multilingual learners; in cooperation with county offices and regional units, assist with conducting training activities for staff employed in education agencies; assist in developing program guidelines in the area of curricula and instructional materials and methods as directed; and reviews research, literature, and legislation and consults with experts in the discipline(s) to ascertain current and future trends in curricular area(s) of responsibility; and performs other related work as required.

Requirements

Education

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

NOTE: Graduation from an accredited college or university with a Master's degree AND possession of a New Jersey educational certificate issued by the State Board of Examiners and/or other professional endorsement in School Administration 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

Proficient content knowledge in evidence-based literacy practices; knowledge of current practices, historical perspective, and future trends in teaching literacy; knowledge in data analysis processes relevant to literacy; the ability to assist in managing preservice and in-service staff training programs; the ability to evaluate the effectiveness of instructional programming in literacy and to provide planning and program improvement assistance to targeted schools; the ability to interface with community groups, school district professional staff, and other professionals; and support all aspects of the development and implementation of aligned, evidence-informed literacy practices.

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 requirements listed above.

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.