



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-008-23

Title: Education Program Development Specialist 2
(K-3 Mathematics/Science Coordinator)

Range/Title Code: P28/70341

Salary: \$79,848.66 - \$113,786.94

Position Number: 093534

Issue Date: January 24, 2023

Closing Date: February 21, 2023

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

Location: Trenton, New Jersey

Division: Division of Early Childhood Services,
Office of K-3 Education

Description:

Under general direction of the Manager, Office of K3 Education, 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 kindergarten to third-grade education programs in school districts statewide; performs assigned tasks to ensure the implementation of high-quality kindergarten to third-grade programs and their alignment to preschool and fourth grade programs; works independently on individual projects as well as group projects within and across divisions using technology such as Microsoft Word, PowerPoint, and Excel; plans and provides professional development using technology in support of developmentally appropriate best practices in K-3 mathematics or K-3 science instruction; provides technical assistance in designing and implementing plans for improving kindergarten – third grade mathematics or science programs in school districts statewide; develops research-based kindergarten to third-grade mathematics or science resources and guidance documents for the field; reviews current K-3 math/science research, literature, and legislation and consults with experts in the field of early childhood to determine current and future trends in kindergarten to third-grade education; reviews and assess early childhood education plans and reports; plans and/or assists with statewide conferences; plan school visits to support districts with best practices as needed; collaborate with other offices to improve instruction and to implement developmentally appropriate practices for K-3 students; 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.

Note: Graduation from an accredited college or university with a Master's degree AND possession of a New Jersey teacher's certificate as a Mathematics Teacher and/or Science Teacher issued by the State Board of Examiners and/or other professional endorsement 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: Master's degree in Elementary Education with a concentration in Mathematics or Science; experience in K-3 education (Early Childhood Education), classroom observation skills, working with K-3 students within a school district, and providing technical assistance and professional development; knowledge of and experience implementing K-3 curricula, instruction and assessments; K-3 mathematics and/or K-3 science expertise.

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/70341.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)

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.