

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

TITLE: Education Program Specialist 1 (Technology Coordinator)	SALARY RANGE: \$97,099.98 - \$143,175.68	POSTING NO.: 60-26	ISSUE DATE: 3/20/2026 CLOSING DATE: 4/06/2026
LOCATION: Central Office Headquarters, Office of Educational Services – Trenton, NJ		CLASS OF SERVICE: Unclassified	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:			
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input checked="" type="checkbox"/> Interested individuals who meet the stated requirements			
JOB DESCRIPTION			
<p>Under general direction of a supervisory official in a state department, institution, or agency, takes the lead to design and produce curriculum, training, and related educational services and materials to ensure the achievement of mandated goals and existing and emerging needs; is an expert in and works with a high level of independence in one or more of the following areas: Adult Secondary Education, Adult Basic Skills Education, GED Programs, K-12 Education, Bilingual/Compensatory Education, Handicapped Education, Vocational Education, General/Academic Education, Pupil Transportation, or School Facilities Education; does related work as required.</p> <p>More Specifically, the candidate will provide management, development, and implementation of several Academic and Career and Technical Education (CTE) technology initiatives, including, but not limited to: GED online testing, post-secondary student learning management systems, and support for the expansion of an OES student network. Fieldwork and travel throughout the nine (9) NJDOC correctional facilities statewide are required minimum of (3) times per week. Weekly data collection, analysis, and reporting to the executive staff is required. Proficiency in report writing and data presentation is required.</p>			
REQUIREMENTS			
EDUCATION: A Master's degree from an accredited college or university in education or a related field.			
EXPERIENCE: Five (5) years of professional experience in education with emphasis on curriculum, training, and program development.			
CERTIFICATE: Possession of a valid New Jersey Standard Teacher's Certificate or a similar license issued by the State Department of Education.			
Preference will be given to candidates with a Masters degree in the field of education, along with a valid Certificate issued by the New Jersey Department of Education, and a thorough understanding of and experience analyzing and resolving complex technical and systems operational problems including but not limited to educational software design, testing and performance; system interfaces, integrations, and conversions across educational platforms.			
BENEFIT(S)*			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:			
<ul style="list-style-type: none"> • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation 			
SAME PROGRAM INFORMATION			
<p>The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov or please click here. If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.</p>			
APPLICATION INSTRUCTIONS			
<p>Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.</p> <p>Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov</p> <p>Forward Response To: Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</p>			

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INTEGRITY