



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

July 23, 2021 NOTICE OF JOB VACANCY #21-239

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Education Program Development Specialist 1
SALARY: \$70,008.56 to \$99,596.69
LOCATION: Juvenile Justice Commission Juvenile Justice Commission
Voorhees Residential Community Home **AND** Warren Residential Community Home
Glen Gardner, New Jersey 08826 Oxford, New Jersey, 07863
(Travel between locations required for work responsibilities)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory official, in the Office of Education, Juvenile Justice Commission assists in the design, production, and delivery of curricula, training, program improvement, and related education services to education agencies to ensure achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; under supervision, performs work of a professional nature in monitoring and evaluating education programs in school districts statewide; performs other related duties.

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 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 a field determined by the appointing authority may be substituted for the above education.

EXPERIENCE: Three (3) years of experience in education programs in a school district or other educational institution.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-239, proof of Master's degree as indicated above, and a current resume on or before the closing date of August 6, 2021 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR- Juvenile Justice Commission
Office of Human Resources - Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

