



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

July 12, 2023
NOTICE OF JOB VACANCY
#23-416

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

TITLE: Education Program Specialist 1

SALARY: \$87,578.62 to \$124,980.46

LOCATION: [Juvenile Justice Commission](#)
Office of Education
1001 Spruce Street, Suite 202
Ewing, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: 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.

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.

LICENSE: Appointees 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.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-416, and a current resume to the Recruitment Officer at jjcrecruitment@jjc.nj.gov on or before the closing date of **July 26, 2023**.

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.

