

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

NOTICE OF JOB VACANCY

TITLE: Education Program Specialist 1 – CTE on Demand Lab Coordinator	SALARY RANGE: \$93,816.41 - \$133,816.16	POSTING NO.: 234-25	ISSUE DATE: 6/19/2025 CLOSING DATE: 7/7/2025
LOCATION: Central Office Headquarters, Educational Services – Trenton, NJ		CLASS OF SERVICE: Unclassified	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <div><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</div> <div><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</div> <div><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</div>			
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, General/Academic Education, Pupil Transportation, or School Facilities Education; does related work as required.</p> <p>More specifically, the candidate will provide oversight, development, and implementation of our Career Technical Education (CTE) on Demand Labs. The State Coordinator will also supervise the local CTE on-demand lab monitors, technical assistants, and implementation teams. Field work and travel throughout the 9 NJDOC correctional facilities statewide are required a 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			
<p>EDUCATION: A Master's degree from an accredited college or university in education or a related field.</p> <p>EXPERIENCE: Five (5) years of professional experience in education with emphasis on curriculum, training, and program development.</p> <p>CERTIFICATE: Possession of a valid New Jersey Standard Teacher's Certificate or a similar license issued by the State Department of Education.</p> <p>NOTE: Preference will be given to candidates with a Master's degree in the field of education, along with a valid Principal Certificate or Supervisor Certificate issued by the New Jersey Department of Education, and a thorough understanding of and experience implementing Career Technical Education on Demand Lab Services. Preference will be given to candidates with a Master's degree in the field of education, along with a valid Principal Certificate or Supervisor Certificate issued by the New Jersey Department of Education, and a thorough understanding of and experience implementing Career Technical Education on Demand Lab Services.</p>			
BENEFIT(S)* <small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<p>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:</p> <div><div><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</div><div><ul style="list-style-type: none">• 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</div></div>			
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>			