



Notice of Job Vacancy

Posting # 2021-095	Issue Date 5/7/2021	Closing Date 6/11/2021	
Title Education Program Development Specialist 1	Range/Title Code P26/70339	Salary \$68,635.84 - \$97,643.83	
Unit Scope Statewide Public/Private	Location Workforce Development Office of Career Services Literacy Unit, Trenton	Workweek NL	# Vacancies 1

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), Work From Home Program (determined by division), and employee training.

Under direction of the State Director of Adult Education at the NJ Department of Labor and Workforce Development, the Education Program Development Specialist 1 (EDPS1) designs, produces, and delivers Adult Literacy curricula, training, program improvement, and related education services to agencies to ensure the achievement of mandated goals and to meet existing, and emerging needs; performs mandated regulatory functions. Under general supervision, performs work of a professional nature and works in the monitoring and evaluation of adult education programs statewide.

The EPDS1 shall build and maintain relationships with administration and instructional staff at adult education agencies throughout NJ; Travel is required for attendance at meetings, site visits, trainings. The EPDS1 will work to improve and maintain quality of instruction provided by adult education agencies by facilitating communication and collaboration among agency staff; identify professional development needs of adult education teaching staff and administration and respond to needs by planning, and/or designing, and/or delivering appropriate professional development.

The EPDS1 will assist with collection, organization, evaluation and approval of documentation submitted by adult education agencies including grant applications, curriculum outlines, and various monitoring reports; review monthly/annual reports and write reports and recommendations pertaining to program effectiveness/efficiency; utilize various types of electronic and/or information systems used by the agency, office, or related units; will maintain up-to-date knowledge of current education legislation/policy and other trends/innovations in adult education through ongoing training, research, and involvement with professional organizations; reviews annual program plans, budgets, applications for funds, and final reports, and recommends acceptance, modification, or disapproval; assists in development of guidelines for funding and/or contracting with federal, state, county, and local agencies for programs and/or services.

Preference will be given to those with experience and demonstrated effectiveness teaching varied populations: Experience with adult learners, High School Equivalency, ESL, Career/Technical Education, or at-risk learners preferred; experience in curriculum writing and/or revision; general familiarity with instructional design and implementing standards-based instruction; experience designing and delivering professional development for education professionals; experience with data analysis and outcome-driven instruction; proficiency with various educational technologies/platforms; excellent communication skills, including public speaking, professional writing and creating and editing documents using various applications.

Civil Service Commission Requirements (Education/Experience/Licenses)

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.

SPECIAL SKILL: Appointees to the Marie H. Katzenbach School for the Deaf must be able to communicate effectively in the language of the deaf, particularly American Sign Language, sufficient to perform duties of the position, and must successfully pass a screening process administered by the deaf and hard of hearing committee at the school.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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 essential duties of the position.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit
LWDJobPostings@dol.nj.gov

*Subject line must specify complete job posting number

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director's** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____