



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ 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
- ☐ 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
- ☒ Interested individuals who meet the stated requirements

**Issue Date:** August 20, 2021

**Posting No.:** 306-21

**TITLE:** Education Program Specialist 2

**SALARY:** \$76,748.04 - \$109,368.45

**LOCATION:** Central Office, Office of Educational Services - Trenton NJ

**JOB DESCRIPTION:** Under general direction of a supervisory official in a state department, institution, or agency, designs and produces curriculum, training, and related educational services and materials to ensure the achievement of mandated goals and existing and emerging needs; functions at a high proficiency level 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.

*More specifically*, this position will be responsible for the necessary duties to fulfill the department's strategic plan for the Office of Educational Services to enhance instructional technology which includes the development and implementation of *corrections-based remote instruction (CRI)*. In the event of circumstances that would prohibit classroom instruction for an extended period of time, CRI would allow educational programming to go uninterrupted. This position will play a key role in leveraging pedagogical methods by assisting with technology implementation to enhance our operational effectiveness of *corrections-based remote instruction*.

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**REQUIREMENTS**

**EDUCATION:** A Master's degree from an accredited college or university in Education or a related field.

**EXPERIENCE:** Four (4) 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 similar license issued by the State Department of Education.

*Preference for interview will be extended to:* Candidates with a degree concentration in a quantitative, analytic discipline; experience in networking while tracking the implementation of new and existing technology projects; knowledge and ability to develop network configurations to apply to mobile devices in an android environment and a windows environment; knowledge of different tablet apps and configuration is essential; competency of current trends and best practices in debugging mobile devices within a network structure; experience in working with vendors that provide software and hardware support; the ability to maintain quality system documents and communication including message crafting, authorizing text, and integration feedback; demonstrate the ability to manage multiple requests simultaneously in a high volume, short turn around environment, while tracking and monitoring the implementation of new and existing services; and experience in an applied setting, coursework in statistics, programming, advanced skills in Excel, Word, and Microsoft Office. Knowledge of data analysis software tools such as SAS, R, and SQL is a plus.

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**PLEASE INCLUDE RESUME, CERTIFICATIONS AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN SEPTEMBER 3, 2021.**

Forward Response To:

Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be sent only to:**

**Civilian.Recruitment@doc.nj.gov**