



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-044-22

Title: Education Program Development Specialist 2
(Three Positions)

Range/Title Code: P28/70341

Salary: \$78,283.00 - \$115,555.82

Position Number: 652421,652422,652423

Issue Date: May 23, 2022

Closing Date: June 6, 2022

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Teaching and Learning
Services, Office of Innovation

Description:

Under general direction of the Director, Office of Innovation, designs, produces, and delivers curricula, training, program improvement, and related education services to education agencies to ensure the achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; performs work of a professional nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide; provides and oversees grants to school districts to implement the country's first-in-the-nation climate change education standards; provides professional development and technical assistance in support of Climate Change education across the nine content areas of the New Jersey Student Learning Standards; provides assistance in the development and implementation of the New Jersey Student Learning Standards in curriculum/instructional materials and data literacy; serves as a liaison to professional organizations, agencies, and institutions of higher education to ensure effective integration of Climate Change education in a variety of learning environments; conducts reviews of research, literature, and legislation, and consults with experts in the field to keep abreast of current and future trends in content pedagogies that encourage student achievement of the New Jersey Student Learning Standards through multiple pathways; performs other related work as required.

Samples of work may include: leading innovation work streams aligned with climate change educational resources, including educator resources, student opportunities, professional development, and cross-office and inter-divisional collaboration; collaborates with content specialists in the Office of Standards to enhance the delivery of professional development to teachers, school leaders and institutions of higher education; supports climate change education with connections to New Jersey-specific effects of climate change, and the impact of local policies and global trends that are likely to make a lasting impact with students and motivate communities to make personal connections and commitments to solution-building; provides professional development and technical assistance in school districts to support the integration of climate change concepts within the New Jersey Student Learning Standards (NJSLS), with an emphasis on equity, interdisciplinary connections, and social and emotional competencies; fosters relations across diverse State agencies and to support inter-agency crossovers to advance the Department of Education's work in implementing the New Jersey Student Learning Standards related to Climate Change.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Education or related field.

Note: Graduation from an accredited college or university with a Master's degree in any field 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 field may be substituted for the above education.

Preferred Education/Experience: Candidates should be an innovative thinker and should have experience in programs related to Earth Sciences, Life Sciences, Environmental Sciences, Biology, or related fields. Experience in providing professional development and ability to interface with school district staff, write clearly and effectively, and manage multiple tasks under tight deadlines. Possession of strong interpersonal skills, analytical thinking, and project management skills; proficiency in Microsoft Word, PowerPoint, and Excel; an extensive background in using computers and other technologies in classroom settings. Successful candidates should remain abreast of current teaching and learning strategies, be able to manage large scale projects, and work effectively as a team member to ensure evidence-based practices are implemented in schools; ability to work cooperatively with community groups, school district professional staff, and other professionals. Demonstrated experience in curriculum development.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/70341.htm>.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Swati Viren Chauhan

Professional Skills and Certificates

- Managing multiple schedules and deadlines across team members to ensure on-time deliverables.
- Providing clear, high-quality guidance or updates to educational stakeholders across a diverse range of topics.
- Writing and/or revising level-appropriate curriculum and assessments to ensure adherence to required student learning standards and learning objectives.
- Providing professional learning to colleagues on a variety of topics as determined by needs.
- Interpreting and synthesizing new and dynamic information, with effective communication strategies of information to diverse audiences, including leadership.
- Evaluating and analyzing data from multiple sources to find correlations or generate gap analyses in order to interpret meaning and conduct needs assessments.
- Ability to work through challenges collaboratively with a solutions-oriented approach.
- Proficiency with cloud/web-based productivity tools, including Office 365 suite, G-Suite, Jira, Confluence, social media/web 2.0- 3.0.
- Classroom experience as a certified New Jersey educator with a New Jersey Standard License: Teacher of English K-12.

Education

Montclair State University	Jan. '11 – May '15
<i>Master of Arts in English, Writing Studies Concentration</i>	GPA: 3.7, Cum Laude

Ramapo College of New Jersey	Sept. '05 – May '09
<i>Bachelor of Arts in Literature</i>	GPA: 3.7, Magna Cum Laude

Professional Experience

Smarter Balanced at University of California, Santa Cruz	April '22 – present
<i>English Language Arts (ELA) Lead/Director</i>	

- Apply advanced professional assessment design and technology skills to create high-quality online and print deliverables that support member state standards and learning objectives.
- Consult with member states and stakeholders to determine priorities and create robust project plans and implementation timelines to meet priorities for ELA assessment content.
- Collaborate on test content and support resources to ensure all deliverables are created with a focus on accessibility, diversity, equity and inclusion, including for English Language Learners and students with disabilities.
- Work in a collaborative manner with other instructional designers, technology staff, faculty, and teaching assistants, and negotiate mutually agreeable solutions among stakeholders with sometimes conflicting interests.
- Solve complex problems related to deliverables and projects through the application of innovative solutions.

New Jersey Department of Education	Feb. '19 – April '22
<i>Technical Projects Coordinator, Office of Assessments</i>	

- Design, produce, and deliver training materials and train local education agencies in the administration of state assessments.

- Working directly with the Director, develop both internal and public facing materials for educational stakeholders, with a focus on assessment data, literacy, procedures; lead public-facing regulatory change projects for N.J.A.C. 6A:8- Standards and Assessment related to assessments, including public comment and response activities.
- Represent the State of New Jersey in assessment development activities for the New Jersey Student Learning Assessments (NJSLA) and Dynamic Learning Maps (DLM) assessment in ELA.
- Assist and coordinate across offices and divisions on multiple special projects such as federal grant writing activities, the creation of guidance documents for local education agencies, United States Department of Education peer reviews, etc.
- Act as interim assessment coordinator for the DLM assessment and ACCESS and Alternate ACCESS for ELLs assessments.
- Attend Council of Chief State School Officers (CCSSO) Collaboratives as member of the Assessment, Standards, & Education for Students with Disabilities and English Learners groups.

Educational Testing Service

July '16 – Feb. '19

Program Coordinator, National Assessment of Educational Progress (NAEP) Technology and Engineering Literacy (TEL) (July '18 to Feb. '19)

- Act as a liaison between client, ETS teams, standing committee members, and other NAEP alliance members; coordinate with NAEP program management to address client requests, scheduling, and other cross-unit needs.
- Work with team members to ensure TEL team interprets and applies item and scenario-based task specifications per the client.
- Ensure through internal and external content expert reviews that all items and tasks meet the TEL framework in measuring measure three interconnected areas of technology and engineering experience: technology and society, design and systems, and information and communication technology.
- Assist team members and facilitate both in- person and virtual standing committee and client reviews of items and tasks.
- Monitor project status, field questions, provide feedback and problem solve for ETS collaborative team.
- Design, coordinate and oversee the quality-control process for completed materials prior to client delivery.
- Assume Assessment Specialist I responsibilities for the TEL assessment and the NAEP Reading and Writing assessments.

Assessment Specialist I, National Assessment of Educational Progress (NAEP) Reading Assessment (July '16 to August '18)

- Write and review items, gather and resolve feedback from test developers, standing committee members, editors and fairness reviewers.
- Approve items for use on tests, evaluating both content and psychometric properties; analyze item acceptability after testing.
- Design and develop new assessments and innovative item types, working with project team and client.
- Manage item pools and conduct internal content reviews.
- Participate in and manage constructed response scoring activities, including work with Pearson.
- Train other test developers in NAEP assessment development practices.

Classroom Teaching Experience

Somerville High School

Nov. '13 – June '16

English Teacher

- Teach College Prep English grades 9 and 11, General English grade 11, co-teaching sections with In Class Support (ICS).

Carteret High School

Mar. '10 -Nov. '13

English Teacher

- Teach College Prep English grades 10-12, Honors English grades 9 and 10, Public Speaking, and Alternate High School Assessment (AHSA) classes, co-teaching sections with ICS.

References Available Upon Request