



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #:	143-25	ISSUE DATE:	March 21, 2025
TITLE:	CONSULTANT, CURRICULUM & INSTRUCTION 2 (UNCLASSIFIED)	CLOSING DATE:	April 4, 2025
LOCATION:	Department of Children and Families (DCF) Office of Training and Professional Development 30 Van Dyke Avenue New Brunswick, NJ 08901		
POSITIONS:	1	RANGE:	P26
DISTRIBUTION:	STATE-WIDE	SALARY:	\$78,024.71 - \$111,000.80

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: A position in this job category typically develops educational programs; identifies educational and training goals and objectives; instructs staff on policies and procedures; and consults with staff members for identification of staffing or operational needs.

SPECIAL NOTE:

The Office of Training and Professional Development (OTPD) leads training and professional development initiatives for all DCF divisions and offices with a large focus on the child welfare workforce. This position sits within the Learning, Experience and Design (LED) subteam which works with stakeholders to develop training that meet evolving training and professional development needs in the agency.

The responsibilities for these positions will include:

- Codesign of learning products designed for DCF operations with multiple stakeholder groups.
- Design and implementation of collaborative team processes.
- Updating curriculum to be in alignment with DCF's values and core approaches, including race equity, centering of family voice and healing-centered practice.

Preferred candidates will be able to demonstrate experience, skills and knowledge related to:

- Codesign with stakeholders with multiple perspectives
- Facilitation of strategic collaborative processes
- Adult learning theory
- Instructional design processes
- Project management
- Instructional technologies (including e-learning)

The candidate selected for this position will also demonstrate OTPD's values with a strong ability to forge collaborations and partnerships that model a strong community built on teamwork, respect, equity and integrity.

This position requires knowledge and understanding of DCF's strategic plan and a commitment to learning, growth, and self-reflection.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE: Three (3) years of experience involving the development of educational programs.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS: A New Jersey instructional or educational services certificate issued by the New Jersey State Department of Education in a subject matter appropriate to the position to be filled, as determined by the appointing authority.

SUBSTITUTIONS: A Master's degree in Education or related fields, as determined by the appointing authority, may be substituted for one (1) year of the required experience.

SPECIAL CONSIDERATIONS: May be required to engage in the lifting of clients when working in a setting which provides direct services to clients who are non-ambulant, or who are semi-ambulant and/or have severe physical disabilities.

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

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.

IMPORTANT NOTICES

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: 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.

RESIDENCY: Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.