



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 015-16 **ISSUE DATE:** February 9, 2016
TITLE: **ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS** **CLOSING DATE:** February 23, 2016
LOCATION: Department of Children and Families
Office of Education
DCF Regional School- Ocean Campus
1141 Old Freehold Road
Toms River, NJ 08753
POSITIONS: 1 **RANGE:** R27
DISTRIBUTION: STATE-WIDE **SALARY:** \$67,714.29 - \$96,415.56
SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

DEFINITION: Under direction of a supervisory official in a state department, institution or agency assists in administering the total education program in institutions or agencies where the staff numbers ten (10) or more education personnel; does other related work as required.

REQUIREMENTS: Possession of a valid standard New Jersey Supervisor or Principal Certificate issued by the New Jersey Department of Education. Certificates of Eligibility CANNOT be accepted.

SPECIAL NOTE: Must be able to physically lift, move and position students.

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 the essential duties of the position

APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

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, resume and **a copy of your valid NJ educational certificate in Microsoft Word or Adobe PDF format** electronically to:

Jennifer.Dowd@dcf.state.nj.us

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

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter, resume and **a copy of your valid NJ educational certificate** (including Job Posting #) to:

Melissa Folk, Personnel Coordinator
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717