

NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

<b>TITLE:</b> Teacher 3, 12 Months ( <b>Cosmetology</b> ); or Teacher 2, 12 Months ( <b>Cosmetology</b> ); or Teacher 1, 12 Months ( <b>Cosmetology</b> )	<b>SALARY RANGE:</b> \$73,706.89 - \$108,073.49 \$64,340.11 - \$94,061.71 \$53,807.27 - \$78,268.07	<b>POSTING NO.:</b> 23-26	<b>ISSUE DATE:</b> 01/30/2026 <b>CLOSING DATE:</b> 02/27/2026
<b>LOCATION:</b> Edna Mahan Correctional Facility for Women, Educational Services – Union Twp., NJ		<b>CLASS OF SERVICE:</b> Unclassified	
<b>THIS POSTING IS ONLY OPEN TO THE FOLLOWING:</b> <div><input type="checkbox"/> 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</div> <div><input type="checkbox"/> 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</div> <div><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</div>			
<b>JOB DESCRIPTION</b>			
<p><b>Teacher 3</b> – Under the direction of the Supervisor of Educational Programs or Assistant Supervisor of Educational Programs, plans, executes, and evaluates the lessons and educational experiences of the assigned pupils, class, or classes. Performs these duties exercising independent judgement and with a comprehensive knowledge of department rules, regulations, and policies; does other related duties as required.</p> <p><b>Teacher 2</b> – Under the direction of the Supervisor of Educational Programs or Assistant Supervisor of Educational Programs, plans, executes, and evaluates lessons and educational experiences of assigned pupils, class, or classes; performs these duties exercising independent judgment and with a comprehensive knowledge of department rules, regulations, and policies; does other related duties as required.</p> <p><b>Teacher 1</b> – Under direction of a Supervisor of Educational Programs, or an Assistant Supervisor of Educational Programs, executes the lessons and educational experiences of the assigned pupils, class, or classes. Performs these duties exercising independent judgment and with a comprehensive knowledge of department rules, regulations, and policies; at some departments/agencies, may function as a short-term substitute for a Teacher, 3 and 2; does other related duties as required.</p>			
<b>REQUIREMENTS</b>			
<p><b>NOTE: Candidates must hold their Standard Teacher Certification in Cosmetology from NJDOE.</b></p> <p><b>Teacher 3 –</b> <b>EDUCATION:</b> Possession of a valid NJ Standard Teacher's Certificate or Permanent Endorsement, issued by the Board of Examiners of the New Jersey Department of Education, authorizing instruction in subject's areas appropriate to the teaching assignment, as determined by the head of a particular school or district. <b>NOTE:</b> Teacher 3 is utilized to teach differing student populations and different content areas; therefore, the specific teaching certificate may vary. <b>EXPERIENCE:</b> Thirty-six (36) months of full-time, properly certified teaching experience in an approved school, earned after the receipt of the New Jersey Standard Teacher's Certificate.</p> <p><b>Teacher 2 –</b> <b>EDUCATION:</b> Possession of a valid New Jersey Teacher's Certificate (Standard, Emergency or Provisional Certificate of Eligibility with Advanced Standing or Certificate of Eligibility) or Permanent Endorsement, issued by the Board of Examiners of the New Jersey Department of Education, authorizing instruction in subject areas appropriate to the teaching assignment, as determined by the head of a school or district. <b>NOTE:</b> Teacher 2 is utilized to teach differing student populations and different content areas; therefore, the specific teaching certificate may vary.</p> <p><b>Teacher 1 –</b> <b>EDUCATION:</b> Possession of a valid Standard Certificate issued by the State Board of Examiners of the New Jersey Department of Education with an endorsement in subject area(s) determined appropriate by the Appointing Authority. <b>NOTE:</b> In departments/agencies in which the position functions as a short-term substitute for a Teacher, 3 or 2, or as determined appropriate by the Appointing Authority, a current valid New Jersey Substitute Teacher's Certificate issued by any county educational office, or a current valid Certificate of Eligibility or Certificate of Eligibility with Advanced Standing in any area, issued by the State Board of Examiners of the New Jersey Department of Education may be substituted for the above certificate.</p>			
<p>(Continued on next page)</p>			

DEDICATION

\*

HONOR

\*

INTEGRITY

(Continued from previous page)	
<b>BENEFIT(S)*</b>	
*Pursuant to the State/Department's policy, procedures and/or guidelines.	
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:	
<ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul>	<ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul>
<b>SAME PROGRAM INFORMATION</b>	
The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a> or please <a href="#">click here</a> . If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.	
<b>APPLICATION INSTRUCTIONS</b>	
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.	
Emailed resumes are to be sent only to:	DOC_OHR-Region4@doc.nj.gov
Forward Response To:	Megan Cardinale Region 4 Personnel Services Edna Mahan Correctional Facility for Women 30 County Road 513 Clinton, NJ 08809