JOB VACANCY POSTING

POSTING #: 070-20

ISSUE DATE: September 3, 2020

CLOSING DATE: September 17, 2020

ISSUE DATE:

CLOSING DATE:

TITLE: ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS (UNCLASSIFIED)

LOCATION:
Department of Children and Families
Office of Education
DCF Regional School –Burlington Campus
704 Woodlane Road
Mt. Holly, NJ 08060

DCF Regional School –Mercer Campus
1600 Stuyvesant Avenue
Trenton, NJ 08618

POSITIONS: 1

RANGE: R27

DISTRIBUTION: STATE-WIDE

SALARY: $71,858.95- $102,317.02

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

SPECIAL NOTE: This position will serve as the Assistant Supervisor of Education Programs for both the Burlington and Mercer Campuses.

DEFINITION: Under direction of a supervisory official in a state department, institution or agency assists in administering the total educational program in institutions or agencies. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related work as required.

REQUIREMENTS: Applicant must possess a valid New Jersey Supervisor Certificate or Principal Certificate (Standard or Certificate of Eligibility) issued by the New Jersey Department of Education.

SPECIAL NOTE: Ability to physically lift, move, and position clients as needed.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. 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: 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: Job.Posting@dcf.nj.gov

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

New Jersey Department of Children and Families is an Equal Opportunity Employer