



**JOB VACANCY POSTING**

<b>POSTING #:</b>	391-22	<b>ISSUE DATE:</b>	September 20, 2022
<b>TITLE:</b>	<b>ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS (UNCLASSIFIED)</b>	<b>CLOSING DATE:</b>	October 4, 2022
<b>LOCATION:</b>	Department of Children and Families Office of Education		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	R27
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	\$76,257.29 - \$108,579.62

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

**SPECIAL NOTE:** Position will oversee and assist with several education programs in hospitals and contracted programs. Some of the education programs are located at Capital Academy, Ancora, Ann Klein, and Trenton Psychiatric Hospital. Home base will be determined based on where the selected candidate resides.

**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. Please provide copy of certificate with resume.

**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:** 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.

**NOTE:** 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 **copies of appropriate educational certificates as a single PDF format**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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