



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ 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
- ☐ 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
- ☒ Interested individuals who meet the stated requirements

**Issue Date:** January 5, 2024

**Posting No.:** 08-24

<b>TITLE:</b>	Teacher 3, 12 months ( <a href="#">Cosmetology</a> ); or	\$68,806.17 - \$97,679.61; or
	Teacher 2, 12 months ( <a href="#">Cosmetology</a> ); or	\$60,062.18 - \$85,033.04; or
	Teacher 1, 12 months ( <a href="#">Cosmetology</a> )	<b>SALARY:</b> \$50,229.66 - \$70,780.62

**LOCATION:** Edna Mahan Correctional Facility for Women, Educational Services – Clinton, NJ

**JOB DESCRIPTION:**

**Teacher 3** – Under 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 judgment and with a comprehensive knowledge of department rules, regulations, and policies; does related work.

**Teacher 2** – Under direction of the Supervisor of Educational Program 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 work.

**Teacher 1** – Under direction of a Supervisor of Educational Programs, or an Assistant Supervisor, 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, 2 and 3; does other related work.

**REQUIREMENTS**

**Teacher 3** –

**EDUCATION:** 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 subjects' areas appropriate to the teaching assignment, as determined by the head of a particular school or district.

**NOTE:** Teacher 3 is utilized to teach differing student populations and different content areas; therefore, the specific teaching certificate may vary.

**EXPERIENCE:** 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.

**Teacher 2** –

**EDUCATION:** 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.

**NOTE:** Teacher 2 is utilized to teach differing student populations and different content areas; therefore, the specific teaching certificate may vary.

**Teacher 1** –

**LICENSE:** 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.

**NOTE:** In departments/agencies in which the position functions as a short-term substitute for a Teacher, 2 or 3, 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.

*(Continued on next page)*

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**PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR RESPONSE:**

- **RESUME**
- **COPY OF DEGREE OR TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE)**
- **POSTING TITLE AND NUMBER**
- **E-MAIL ADDRESS**
- **COPY OF STANDARD TEACHING CERTIFICATION OR PROVISIONAL CERTIFICATE**

**POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL.**  
**ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY.** ADDITIONALLY, YOU  
MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE  
POSTMARKED NO LATER THAN JANUARY 22, 2024.

Forward Response To:

Megan Cardinale, Human Resources  
Regional Personnel Services, Region 4  
Edna Mahan Correctional Facility for Women  
30 County Road 513  
Clinton, NJ 08809

**Emailed resumes are to be  
sent only to:**

**DOC\_OHR-Region4@doc.nj.gov**

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. For more information on the SAME Program visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml> or email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov)