



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	141-23	ISSUE DATE:	March 17, 2023
TITLE:	ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS (UNCLASSIFIED)	CLOSING DATE:	March 31, 2023
LOCATION:	Department of Children and Families Office of Education DCF Regional School, Bergen Campus 374 E. Ridgewood Avenue Paramus, NJ 07652		
POSITIONS:	1	RANGE:	R27
DISTRIBUTION:	STATE-WIDE	SALARY:	\$76,257.29 - \$108,579.62

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

SPECIAL NOTE: Applicant must possess a valid standard New Jersey Supervisor Certificate or Principal Certificate (standard or CE) issued by the New Jersey Department of Education. Include copy of certification with resume.

SPECIAL NOTE: Candidate may be required to travel to and provide support to other schools as needed.

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.

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. 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.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

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 document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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