



**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: June 28, 2024

Posting No.: 262-24

TITLE:	Teacher 3, 12 months (Culinary Arts) or Teacher 2, 12 months (Culinary Arts); or Teacher 1, 12 months (Culinary Arts);	SALARY:	\$68,806.17 - \$97,679.61; or \$60,062.18 - \$85,033.04; or \$50,229.66 - \$70,780.62
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LOCATION: Central Office, Mates Inn Culinary Arts and Barista Training Center – Trenton, NJ
Garden State Youth Correctional Facility – Yardville, NJ

JOB DESCRIPTION:

Teacher 1, 2, or 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 1 – At some departments/agencies, may function as a short-term substitute for a Teacher, 2 and 3.

More specifically, the candidate will teach Culinary Arts skills to incarcerated students at the NJDOC Central Office Headquarters Culinary Arts and Barista Training Center located in Trenton, NJ. The Culinary Arts Program provides students with the basic knowledge of food-handling skills train students on quality food preparation, menu preparation, proper sanitary habits, cleaning and food storage procedures, and presentation and plating techniques. Maximum class size is 10 students.

The teacher will also teach the ServSafe program 1-2 times per week inside the Garden State Correctional Facility, located in Yardville NJ. Each Student is given the ServSafe program and, when done, is tested to achieve the Food Handlers Certificate that is generally accepted in the industry for knowledge of food poisoning and other diseases that are food-borne and how to handle them correctly. Maximum class size is 15 students.

REQUIREMENTS

Note: NJ Teacher Certification in Culinary Arts/Food Services required. Restaurant experience preferred.

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.

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
- PREFERRED REGION

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 JULY 15, 2024.

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

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

Civilian.Recruitment@doc.nj.gov

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: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or please [click here](#). 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.