



**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:** July 5, 2024

**Posting No.:** 267-24

**TITLE:** Teacher 3, 12 months (Computer Literacy and IT)      **SALARY:** \$68,806.17 - \$97,679.61

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

**JOB DESCRIPTION:** 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.

**REQUIREMENTS**

**EDUCATION:** Possession of a valid NJ Standard Teacher's Certificate in Computer Science Technology or Computer Applications and Business-Related Information Technology, 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.

**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 JULY 19, 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**

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](mailto: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.