



**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: March 3, 2023

Posting No.: 106-23

TITLE: Assistant Supervisor of Educational Programs **SALARY:** \$72,836.90 - \$103,620.41

LOCATION: Garden State Youth Correctional Facility, Education Unit – Yardville, NJ

JOB DESCRIPTION: 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

CERTIFICATE: Applicants must possess or be eligible for a valid New Jersey Supervisor's Certificate or Principals Certificate issued by the New Jersey Department of Education.

PLEASE INCLUDE RESUME, COPY OF STANDARD CERTIFICATE(S) AND A COPY OF TRANSCRIPT(S) (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. 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 MARCH 17, 2023.

Forward Response To: Region 1, Office of Human Resources
Garden State Youth Correctional Facility
PO Box 11401
Yardville, NJ 08620

Emailed resumes are to be sent only to:

DOC_OHR-Region1@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

The New Jersey Department of Corrections is an Equal Opportunity Employer