



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	269-23	<b>ISSUE DATE:</b>	May 31, 2023
<b>TITLE:</b>	<b>TEACHING ASSISTANT, 12 MONTHS</b>	<b>CLOSING DATE:</b>	June 14, 2023
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Education DCF Regional School – Cherry Hill Campus 30 Evesham Road West Cherry Hill, NJ 08003		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	A12
<b>DISTRIBUTION:</b>	STATEWIDE	<b>SALARY:</b>	\$38,996.88 - \$54,504.33

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

**DEFINITION:** Under supervision of a Supervisor of Educational Programs or Assistant Supervisor of Educational Programs in a state school or institution, acts as direct care personnel in the classroom and assists with self-help, academic, social, vocational, and recreational activities designed for children and/or young adults; does other related duties as required.

### REQUIREMENTS

**NOTE:** Since this is an entry level position, there are no formal education and/or experience requirements.

**NOTE:** Appointees must be able to physically lift, move, and position clients as needed.

**LICENSE:** Appointees 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.

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**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](mailto: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 and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.