



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer**  
Commissioner Designate

**JOB VACANCY POSTING**

**POSTING #:** 054-18 **ISSUE DATE:** March 13, 2018  
**TITLE:** SUPERVISOR OF EDUCATIONAL PROGRAMS 1 **CLOSING DATE:** March 27, 2018  
**FUNCTIONAL TITLE:** SOUTHERN REGION CHILD STUDY TEAM MANAGER  
**LOCATION:** Department of Children and Families (DCF)  
Office of Education  
Southern Region Child Study Team Office  
842 Glassboro Road  
Williamstown, NJ 08094  
**POSITIONS:** 1 **RANGE:** R30  
**DISTRIBUTION:** STATE WIDE **SALARY:** \$77,767.30 - \$110,979.19  
**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.  
**SPECIAL NOTE:** Position requires statewide travel.

**DEFINITION:** Under direction of a supervisory official in a state department, institution or agency, organizes, administers, and supervises the total educational program in institutions or agencies where the staff numbers ten (10) or more educational personnel; does related work as required.

**REQUIREMENTS:** Possession of a valid standard New Jersey Principal Certificate or Supervisor Certificate issued by the New Jersey Department of Education. Certificates of Eligibility CANNOT be accepted.

**SPECIAL NOTE:** Candidate possessing Child Study Team Certification (School Social Worker, School Psychologist, Learning Disabilities Teacher Consultant) and related experience preferred.

**SPECIAL NOTE:** Must be able to physically lift, move and position students.

**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.

**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 in Microsoft Word or Adobe PDF format** electronically to:

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

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

**Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter, resume, and **copies of appropriate educational certificates** (including Job Posting #) to:

**Melissa Mills, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**