



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

### JOB VACANCY POSTING

**POSTING #:** 055-17 **ISSUE DATE:** April 13, 2017  
**TITLE:** **ASSISTANT SUPERVISOR OF EDUCATIONAL PROGRAMS** **CLOSING DATE:** April 27, 2017  
**LOCATION:** Department of Children and Families  
Office of Education  
DCF Regional School - Atlantic Campus  
2562 Tilton Road  
Egg Harbor Twp., NJ 08234  
**POSITIONS:** 1 **RANGE:** R27  
**DISTRIBUTION:** STATE-WIDE **SALARY:** \$67,714.29 - \$96,415.56

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

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

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

**SPECIAL NOTE:** Ability to physically lift, move, and position clients as needed.

**LICENSE:** Appointee 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

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 **a copy of your valid NJ educational certificate in Microsoft Word or Adobe PDF format** electronically to:

Jennifer.Dowd@dcf.state.nj.us

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 **a copy of your valid NJ educational certificate** (including Job Posting #) to:

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