

NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

<b>TITLE:</b> Assistant Supervisor of Educational Programs	<b>SALARY RANGE:</b> \$78,024.71 - \$111,000.80	<b>POSTING NO.:</b> 218-25	<b>ISSUE DATE:</b> 6/16/2025 <b>CLOSING DATE:</b> 7/1/2025
<b>LOCATION:</b> New Jersey State Prison, Educational Services – Trenton, NJ		<b>CLASS OF SERVICE:</b> Unclassified	
<b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b> <div><input type="checkbox"/> 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</div> <div><input type="checkbox"/> 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</div> <div><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</div>			
<b>JOB DESCRIPTION</b>			
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.			
<b>REQUIREMENTS</b>			
<b>CERTIFICATE:</b> 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.			
<b>BENEFIT(S)*</b> <small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: <div><ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul></div> <div><ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul></div>			
<b>SAME PROGRAM INFORMATION</b>			
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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a> or please <a href="#">click here</a> . 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.			
<b>APPLICATION INSTRUCTIONS</b>			
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.  Emailed resumes are to be sent only to: <span>Civilian.Recruitment@doc.nj.gov</span> Forward Response To: <span>Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</span>			

DEDICATION

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HONOR

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INTEGRITY