



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625  
**AMENDED****



**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:** April 26, 2024

**Posting No.:** 171-24

**TITLE:** Instructional Technician Secured Facilities

**SALARY:** \$45,990.49 - \$64,588.90

**LOCATION:** Bayside State Prison, Educational Services – Leesburg, NJ

**JOB DESCRIPTION:** Under close supervision of a professional-level instructor, teacher, or counselor within the Department of Corrections or Juvenile Justice Commission, assists in a variety of remedial/instructional support services during formal and informal classes, discussions, lessons, and educational experiences of assigned inmates, youth groups and/or individuals within a secured facility, residential community home or day program for juveniles. Applies a guided process of assigned paraprofessional level work, discipline, and directed study; does other related work as required

**REQUIREMENTS**

**EDUCATION:** Sixty (60) semester hour credits from an accredited college or university, including or supplemented by eighteen (18) semester hour credits in a combination of any of the following areas: education, social work, criminal justice/law and justice, psychology, sociology, philosophy, anthropology, political science, urban studies, history, geography, communication, math, physical or natural science, English or other related field.

**RESIDENCY REQUIREMENT: Residency eligibility in order of precedence: 1. Maurice River Township, 2. Cumberland County/Cape May County, 3. Salem County.**

**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (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 MAY 10, 2024.**

Forward Response To: Janice Sarclette, PA 1, HR  
Regional Personnel Services, Region 3  
Bayside State Prison  
4293 Route 47  
Leesburg, NJ 08327

**Emailed resumes are to be sent only to:** **DOC\_OHR-Region3@doc.nj.gov**

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: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or please [click here](#). 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.