



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 150-25 **ISSUE DATE:** March 25, 2025

TITLE: **DAY CARE CENTER TECHNICIAN
(CLASSIFIED COMPETITIVE)**
or
**DAY CARE AIDE
(CLASSIFIED NON-COMPETITIVE)** **CLOSING DATE:** April 22, 2025

LOCATION: Department of Children and Families (DCF)
Office of Education
DCF Regional School – Burlington Campus
704 Woodlane Road
Mt. Holly, NJ 08060

POSITIONS: 1 **RANGE:** H12 - Day Care Center Technician
H09 - Day Care Aide

DISTRIBUTION: STATE-WIDE **SALARY:** H12 - \$41,316.75 - \$57,742.83
H09 - \$36,339.36 - \$50,564.85

SCOPE OF ELIGIBILITY: The Day Care Center Technician is open to employees who are permanent in a competitive title, or a Civil Service approved non-competitive title with underlying permanent State service as a promotional or lateral opportunity. This position is subject to current promotional and hiring restrictions.

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

Day Care Center Technician

DEFINITION: Under limited supervision of a Day Care Center Supervisor or other supervisory official in the Department of Children and Families, carries out assigned programs in the areas of physical care, recreation, self-help, social training prevocational training or vocational training of students; does other related duties as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the direct care and/or training of intellectually and/or behaviorally disabled children, teenaged mothers and/or infants in an institution, general hospital, or educational setting.

NOTE: Thirty (30) college credits hours in a curriculum leading to a degree in psychology, child development, special education, or nursing may be substituted for one (1) year of experience.

Day Care Aide

DEFINITION: Under the close supervision of a Day Care Center Supervisor or other supervisory official in the Department of Children and Families, performs various duties including, giving physical assistance to children with intellectual and/or behavioral disabilities, preparing the noon meal, relieving the Day Care Center Technician with the educational program, riding Regional School buses, and overseeing the transportation of children on these vehicles; does related work as required.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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.

IMPORTANT NOTICES

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

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: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

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

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.