

PLEASE POST

ESSEX COUNTY VOCATIONAL TECHNICAL SCHOOLS
BOARD OF EDUCATION
LEROY F. SMITH, JR. PUBLIC SAFETY BUILDING
60 NELSON PLACE, 1 NORTH – NEWARK, NEW JERSEY 07102

2018-2019 SCHOOL YEAR

SPECIFICATIONS FOR POSITION OF:
STUDENT ASSISTANCE COORDINATOR

Interested applicants should submit a letter of interest, resume and copies of certificate(s) to jobs@essextech.org (specify position sought in subject area). **Closing Date: May 21, 2018.**

QUALIFICATIONS

1. Valid New Jersey certificate or certificate of eligibility as Substance Awareness Coordinator or a Standard School Social Worker certification
2. Demonstrated knowledge and awareness of community resources, family counseling, social and emotional development of students, mental illness and substance abuse
3. Personal characteristics: compassionate, understanding, trustworthy, fair but firm and a love and respect for all children and families
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Must be resident of New Jersey or attain residency within one year unless exempted under the law

TERMS OF EMPLOYMENT

\$54,000 - \$87,203

This is for full-time day during 10 months of the year. Position is governed by collective bargaining agreement by and between the Board of Education and the Essex County Vocational Education Association.

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board’s policy on evaluation of certified personnel.

The Essex County Vocational and Technical High Schools are public schools supported by County, State and Federal Funds. There are five such programs operated by the Board of Education for the Vocational Schools in the County of Essex. These include four high schools and one adult center. In addition to salary, the Board of Education offers fringe benefits to all employees. These benefits include maintenance of hospitalization insurance including Medical, Dental and Maxor Plus Prescription Plan. The Board also maintains a \$4,000 Group Life Insurance Policy for each employee.