



# Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

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## TEACHER – PENAL INSTITUTION

### OVERVIEW:

Position available with the Mercer County Correction Center. The candidate will serve as a teacher providing instruction to incarcerated adult learners. This role focuses on delivering education that prepares inmates for high school equivalency examinations, improves literacy, and supports vocational and personal development. This position is ideal for educators passionate about teaching adult learners in a structured environment and who are eager to contribute to personal and academic growth among incarcerated individuals.

### RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Planning and delivering curriculum designed for adult learners at the elementary and/or secondary level.
- Assessing the educational skill levels of incarcerated adults and developing individualized learning plans to support their progress.
- Facilitating small group and one-on-one instruction specifically tailored for adult learners.
- Employing creative and flexible teaching methods, including multimedia presentations, hands-on activities, and interactive discussions, to engage and motivate adult students.
- Regularly evaluating student progress through customized assessments and providing constructive feedback.
- Offering educational counseling and guidance to inmates, helping them set and achieve personal and vocational goals.
- Maintaining accurate records of attendance, progress, and achievements using manual and electronic data systems.

### REQUIREMENTS:

- Possession of or eligibility for a valid New Jersey Teacher's Certificate.
- A valid New Jersey driver's license may be required if vehicle operation is necessary for job duties.

### PREFERRED QUALIFICATIONS:

- Experience as a teacher working with adult learners, including assessing skill levels, developing individualized learning plans, and supporting learners with interrupted or limited prior education.
- Possession of ESL certification/endorsement as determined by the Department of Education Endorsement Code 1475 requirements.
- Experience in ESL instruction and modifying curriculum to address language barriers.

**KNOWLEDGE AND SKILLS:**

- Strong understanding of adult education principles and effective teaching strategies.
- Ability to motivate and inspire adult learners in a structured environment.
- Excellent written and verbal communication skills.
- Proficiency in recordkeeping and the use of manual and electronic systems.
- Ability to collaborate effectively and create a positive learning environment for incarcerated adults.

**SALARY:**

\$52,255–\$75,649

**TO APPLY:**

Candidate subject to all New Jersey Civil Service Requirements. Mercer County residency required within one (1) year of employment. Send application, resume, and cover letter to Dr. A. Paris, Deputy Warden/Administrator, via email at [aparis@mercercounty.org](mailto:aparis@mercercounty.org) .