

Human Resources Department

Frequently Asked Questions

I do not have a teaching background or degree. How do I become a teacher?

You will need to have a Certificate of Eligibility (CE) to be able to teach in the Jersey City Public School District, as well as in the State of New Jersey. The first step to certification is taking the Praxis Examination in the content area you wish to teach. The phone number for the Praxis Series™ is 609-771-7395. A customer service representative will provide information such as dates, times, locations, etc. for the various tests.

Once you have taken and passed the exam, you must contact the State of New Jersey Department of Education for an Application for Licensure. You will be given the necessary information regarding the application. The phone number is 609-292-2070. When you have received your CE you are eligible to teach in the district.

Does Jersey City hire Alternate Route candidates?

Yes.

I sent my resumé/application to the Board of Education but haven't received a response. When will I be contacted?

Applications are kept on file for one year. If a position becomes available and your background and qualifications meet the requirements of the position, you may be contacted by phone or mail for an interview.

What is the phone number for the Praxis Exam?

The phone number is 609-771-7395.

What is the phone number for the State of New Jersey Department of Education?

The phone number is 609-292-2070.

What is the number for the county Office of Education?

The phone number is 201-319-3850.

When will my health benefits become effective?

There is a sixty-day waiting period from your date of hire to the day health coverage begins. If you have an annual contract, are paid on a ten-month basis, and start work at the beginning of the contract year, your coverage begins on September 1.

Is there a waiting period for my benefits if I transfer from one district to another?

If you were enrolled in the State Health Benefits Program with your previous employer and your coverage is still in effect on the day you begin work with your current employer, your coverage begins

immediately, with no break in coverage.

When can I change my benefits coverage?

You are eligible to change coverage under the following circumstances:

- You marry and want to enroll your spouse
- You need to enroll a new child
- You have a change in family status involving the loss of eligibility of a family member (separation; divorce; death; a child marries, no longer lives with you, or turns 23)
- Your spouse's or eligible dependent's employment status changes resulting in the loss of health coverage. You have sixty days from the date of the event to make adjustments to your coverage that are necessary to compensate for the loss of this coverage. A copy of your spouse's and/or dependent's certificate of continued coverage must be submitted.