

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Instructional/Curriculum
Certified**

TITLE: Pre-School Instructional Coach/Relief Teacher

QUALIFICATIONS:

1. A minimum of a Bachelor's Degree with a Standard Certificate for Teacher of Preschool through Grade 3, a Certificate of Eligibility, or a Certificate of Eligibility with Advanced Standing, and must obtain a Standard Certificate for Teacher of Preschool through Grade 3 within two years.
2. At least five years of successful preschool teaching experience including evidence of student growth
3. PIRT certification preferred
4. Supervisor certification preferred
5. Knowledge of Social Emotional, Physical, Cognitive and Language Development of young children.
6. Strong interpersonal, communication and computer literacy skills
7. Evidence of effectively communicating with parents
8. Evidence of taking on leadership roles while serving as a teacher
9. Ability to accurately fill out necessary documentation and forms.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Principal/Designated Administrator

JOB GOAL: Must supervise and ensure the safety and well-being of children at all times and be alert to the needs and concerns of the staff, individual children, and groups. Must work in collaboration with the teachers and program director to help teachers properly implement learning activities and adhere to DOE Early Childhood requirements.

PERFORMANCE RESPONSIBILITIES:

1. Establish and maintain a high-quality learning environment in accordance with the Board of Education, NAEYC (National Association of Young Children), and Grow NJ Kids requirements.
2. Maintain line-of-sight supervision of the children throughout the school day in accordance with the role.
3. Help staff implement the daily program as outlined in the class schedule including rest and mealtimes.
4. Assist teachers in implementing instruction as written in weekly lesson plan; maintain fidelity to required Board of Education (BOE) program guides - The Creative Curriculum for Preschool; Early Childhood Environmental Rating Scale (ECERS-3), and Teaching Pyramid Observation Tool (TPOT).
5. Delegate and supervise activities to be carried out by the teachers and their assistants.
6. Collect assessment data and upload to the online assessment system on a weekly basis for the purpose of informing instruction.

Pre-School Instructional Coach/Relief Teacher (cont'd)

7. Complete and finalize student assessment data, prepare progress reports, and hold parent conferences in accordance with the BOE assessment schedule. Parent conferences may be held outside of regularly scheduled hours.
8. Encourage and participate in parental involvement activities within the classroom/school community, including but not limited to: attending Back to School Night; Open Houses; parent workshops and field trips.
9. Work cooperatively as a team member.
10. Responsible for reporting and putting in writing any accident or unusual occurrence to the Program Director, or Director's Designee, before the end of the scheduled work day.
11. Maintain oversight of district classroom equipment, curriculum materials and supplies.
12. Inform Program Director, or Director's Designee, of classroom safety, and or maintenance needs.
13. Follow program, Office of Licensing and NAEYC guidelines for cleaning and sanitation procedures.
14. Schedule workshop/training and pursue professional development hours in accordance with DOE and CTSD Board of Education requirements.
15. Attend monthly staff meetings outside of regularly scheduled work hours in accordance with the contract.
16. Cover classrooms as needed.
17. Push into classrooms during instructional time to work with small groups, and to model instruction.
18. Assist as needed to ensure the health and safety practices of the Board of Education are properly adhered to at all times.
19. Carry out additional tasks as requested by the Program Director, or Director's Designee.
20. Lead the PIRT and schedule meetings as needed.
21. Communicate regularly with parents.
22. Responsible for other duties that may be assigned from time to time to support the effective and efficient operation of the program.

TERMS OF**EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluations of certified staff.

APPROVED BY:

Superintendent of Schools

DATE:

December 11, 2023 (Adopted)

ACCOUNT CODE(S):

20.218.200.176.900.030 100%