

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

PRESCHOOL INSTRUCTIONAL COACH

QUALIFICATIONS:

1. Valid New Jersey P-3 Instructional Standard Certificate, P-3 Certificate of Eligibility with Advanced Standing (CEAS), or P-3 Certificate of Eligibility. (CE), or other state approved certification for this position.
2. Demonstrated knowledge of subject area(s) and effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Supervisor of Early Childhood Education

SUPERVISES: Pupils, and when assigned, student teachers

JOB GOAL:

To provide and maintain high levels of educational and program quality by helping and supporting preschool teachers; to visit classrooms and coach teachers using reflective practice to improve instruction; to encourage a classroom environment that fosters learning and personal growth; to encourage pupil development of skill, attitude and knowledge; to maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Visits classrooms and coaches using reflective practice to improve quality of instruction and education experience.
2. Confers with Supervisor of Early Childhood Education to coordinate, articulate, and provide professional development for all early childhood staff.
3. Coaches preschool teachers to:
 - a. Work to achieve state curricular standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
 - b. Develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
 - c. Set specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

- d. Assess pupil academic progress and personal growth toward stated objectives of instruction.
 - e. Maintain records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
 - f. Identify pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
 - g. Establish and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
 - h. Budget class time effectively.
 - i. Communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
 - j. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
 - k. Supervise pupils in out-of-classroom activities as assigned.
 - l. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
 - m. Participate in preschool planning, faculty meetings/committees and other school system groups.
 - n. Make effective use of community resources to enhance the instructional program.
 - o. Uphold and enforce program and school rules, administrative regulations and board policy.
 - p. Perform other duties within the scope of his/her employment and certification as may be assigned.
4. Provides individualized follow-up support to the teacher's level of development and plan small group meetings/trainings for teachers with similar needs.
 5. Reflects on own professional development needs, attends relevant workshops, reads research articles, consults with others, etc.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils;
grounds for disqualification from employment; exception

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for non-citizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6:3.1 <i>et seq.</i>	Conditions of employment for teachers
<u>N.J.A.C.</u> 6:3-4.1 <i>et seq.</i>	Supervision; observation and evaluation
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6:3-5.1 <i>et seq.</i>	Seniority
<u>N.J.A.C.</u> 6:3-6	Pupil records
<u>N.J.A.C.</u> 6:3-9	Attendance and pupil accounting
<u>N.J.A.C.</u> 6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u> 6:11-3.1	Certificate required
<u>N.J.A.C.</u> 6:11-3.9	Oath of allegiance required
<u>N.J.A.C.</u> 6:11-3.10	Citizenship requirement
<u>N.J.A.C.</u> 6:11-5	Requirements for instructional certificate
<u>N.J.A.C.</u> 6:11-6	Endorsements on the instructional certificate
<u>N.J.A.C.</u> 6:11-13.2	Amount duration and content of required continuing professional development
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:16	Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 *et seq.*

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 *et. seq.*