

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

TITLE: Preschool Instructional Coach (.5 FTE)

QUALIFICATIONS:

- A bachelor's degree and preschool through grade three (P-3) teacher certification;
- Experience teaching in general education preschool programs;
- Experience in implementing developmentally appropriate preschool curricula;
- Experience with a range of appropriate early childhood assessments, including performance-based and classroom-quality assessment instruments;
- Experience providing professional development to classroom teachers;
- Ability to work on site during the hours required
- Demonstrated aptitude or competence for assigned responsibilities
- Required criminal background check and proof of U.S. citizenship or legal alien status
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assigned Pre-K Administrator

JOB GOAL: Provide modeling, coaching, observing, and providing feedback to teaching staff in preschool programs using the reflective cycle.

PERFORMANCE RESPONSIBILITIES:

1. Visiting classrooms regularly to model, coach, informally observe using structured observation instruments, and provide feedback to teaching staff in preschool programs based on the reflective cycle to assist with the implementation of the comprehensive curriculum and the Preschool Standards;
2. Assist novice teachers;
3. Provide professional development that supports English language learners and children in inclusive classrooms settings;
4. Providing staff development based on systematic classroom observations consistent with a classroom-quality assessment instrument;
5. Making recommendations to administrators or supervisors of preschool programs to provide additional professional development as needed;
6. Ensuring systematic early childhood program assessment occurs in the preschool program;
7. Collaborating with the preschool intervention and referral specialists (PIRSs) to ensure systematic curriculum supports in social-emotional development;
8. Ensuring implementation of the comprehensive performance-based assessment system that is connected to the comprehensive preschool curriculum as part of the three-year preschool program plan and/or annual update;
9. Participating in parent involvement programs with district board of education and private provider staff;
10. Supporting transition activities, programs, and services between and among preschool through grade three programs; and

11. Other duties as assigned by the Superintendent.

TERMS OF

EMPLOYMENT: 10-month salary and benefits as determined by the MEA negotiated agreement.
This is a PreK Grant funded position.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Established: 11/2023

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer