

LACEY TOWNSHIP SCHOOL DISTRICT

Preschool Instructional Coach (PIC)

JOB TITLE: Preschool Instructional Coach (PIC)

REPORTS TO: Principal or designee

JOB GOAL: To support the district's preschool program by facilitating student attainment of social and emotional growth consistent with the goals set forth by the Board of Education and within the resources provided by it.

QUALIFICATIONS:

1. Bachelor's Degree and valid New Jersey Instructional P-3 Certification
2. At least 3 years of experience teaching in general education preschool programs
3. Experience in implementing developmentally appropriate preschool curricula
4. Experience with a range of appropriate early childhood assessments, including performance-based and classroom-quality assessment instruments
5. Required criminal history check and proof of U.S. citizenship or resident alien status

RESPONSIBILITIES:

1. Visit all preschool classes on a regular basis
2. Improve instruction using reflective cycle
3. Provide and plan professional development for preschool teachers
4. Provide support and intervention to preschool staff
5. Maintain communication with families of preschoolers
6. Meet with preschool supervisor and principal
7. Complete the Preschool Professional Development Fellow status

Interaction with Students, Parents, School and Community

1. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
2. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.

3. Assists in upholding and enforcing department rules, administrative regulations and board policy.
4. Maintains professional competence through in-service education and participation in professional development activities.
5. Assists in coordinating, developing, monitoring and evaluating the effectiveness of student behavior plans.
6. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
7. Performs all duties required by administrative code, state and federal laws, and board policy.
8. Assumes other related duties/assignments assigned by the superintendent or designee.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Date Approved:

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:6-7.1	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A18A:16-2	Physical examinations; requirement
N.J.S.A18A:26-1	Citizenship of teachers, etc.
N.J.S.A18A:26-1.1	Residence requirements prohibited
N.J.S.A18A:26-2	Certificates required; exception
N.J.S.A18A:27	Employment and contracts
N.J.S.A18A:28-3	No tenure for noncitizens

N.J.S.A18A:28-5	Tenure of teaching staff members
N.J.S.A18A:28-8	Notice of intention to resign required
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
N.J.A.C. 6A:9-13.5	School social worker
N.J.A.C. 6A:9-15	Required professional development for teachers
N.J.A.C. 6A:14	Special education
N.J.A.C. 6A:16	Programs to support student development
N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-5.1	Standards for determining seniority
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-7	Student records

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

LACEY TOWNSHIP SCHOOL DISTRICT

Preschool Intervention and Referral Specialist (PIRS)

JOB TITLE: Preschool Intervention and Referral Specialist (PIRS)

REPORTS TO: Principal or designee

JOB GOAL: To support the district's preschool program by facilitating student attainment of social and emotional growth consistent with the goals set forth by the Board of Education and within the resources provided by it.

QUALIFICATIONS:

1. Hold a New Jersey instructional certificate, educational services certificate, and other appropriate endorsement(s) (N.J.A.C. 6:11- 6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11. , in one of the following areas:
 - a. Learning Disabilities Teacher Consultant endorsement (N.J.A.C. 6:11-11.13) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.. (Learning Disabilities Teacher Consultant)
 - b. School Psychologist endorsement (N.J.A.C. 6: 11-11.12) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6: 11-10.1 et seq.. (School Psychologist)
 - c. School Social Worker endorsement (N.J.A.C. 6:11-11.8) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
 - d. Speech Language Specialist endorsement (N.J.A.C. 6:11-11.9) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.. (Speech Language Specialist)
 - e. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27:1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate special education endorsement(s) (N.J.A.C. 6:11-8.3) and other endorsements for the position held (N.J.A.C. 6:11- 6.1, 6.2, or 8.1 et seq.) (Special Education Teacher)
 - f. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school psychologist endorsement (N.J.A.C. 6:11-11.12) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.. (Behavioral Therapist)

2. Required criminal history check and proof of U.S. citizenship or resident alien status

RESPONSIBILITIES:

1. Work with teachers, families and other preschool personnel on the implementation of the district chosen social emotional curriculum
2. Will work in the classrooms, observe teachers & children, collect data, model strategies and provide feedback
3. Write interventions and positive behavior support plans
4. Provide professional development to staff
5. Collaborate with Preschool Instructional Coach (PIC) and social worker
6. Work closely with Child Study Team when necessary

Interaction with Students, Parents, School and Community

1. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
2. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
3. Assists in upholding and enforcing department rules, administrative regulations and board policy.
4. Maintains professional competence through in-service education and participation in professional development activities.
5. Assists in coordinating, developing, monitoring and evaluating the effectiveness of student behavior plans.
6. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
7. Performs all duties required by administrative code, state and federal laws, and board policy.
8. Assumes other related duties/assignments assigned by the superintendent or designee.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Date Approved:

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:6-7.1	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A.18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A.18A:16-2	Physical examinations; requirement
N.J.S.A.18A:26-1	Citizenship of teachers, etc.
N.J.S.A.18A:26-1.1	Residence requirements prohibited
N.J.S.A.18A:26-2	Certificates required; exception
N.J.S.A.18A:27	Employment and contracts
N.J.S.A.18A:28-3	No tenure for noncitizens
N.J.S.A.18A:28-5	Tenure of teaching staff members
N.J.S.A.18A:28-8	Notice of intention to resign required
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
N.J.A.C. 6A:9-13.5	School social worker
N.J.A.C. 6A:9-15	Required professional development for teachers
N.J.A.C. 6A:14	Special education
N.J.A.C. 6A:16	Programs to support student development

N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-5.1	Standards for determining seniority
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-7	Student records

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

LACEY TOWNSHIP SCHOOL DISTRICT

Social Worker/Community and Parent Involvement Specialist (CPIS)

JOB TITLE: Social Worker/Community and Parent Involvement Specialist (CPIS)

REPORTS TO: Principal or designee

JOB GOAL: To help students resolve any social and emotional adjustments to the school environment, and their capacity to enjoy the fullest benefits of the education offered to them.

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. Master's Degree in Social Work/Licensed Social Worker
3. Knowledge of Preschool Behavioral Intervention & Supports
4. Works well with others
5. Collaborates with Child Study Team
6. Required criminal history check and proof of U.S. citizenship or resident alien status

RESPONSIBILITIES:

1. Work with teachers to address a child's behavior; improve delivery of instruction and improve social skills.
2. Effectively communicate with parents
3. Plan and conduct parent workshops and involvement in school community
4. Work with outside agencies to support families
5. Teach social/emotional curriculum
6. Provide family supports and resources

Interaction with Students, Parents, School and Community

1. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
2. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in

utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.

3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
4. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
5. Counsels groups of students and/or parents regarding social adjustment problems.
6. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
7. Assists in upholding and enforcing department rules, administrative regulations and board policy.
8. Maintains professional competence through in-service education and participation in professional development activities.
9. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
10. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
11. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
12. Assumes other related duties/assignments assigned by the superintendent or director of special services.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Date Approved:

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A18A:16-2	Physical examinations; requirement
N.J.S.A18A:26-1	Citizenship of teachers, etc.
N.J.S.A18A:26-1.1	Residence requirements prohibited
N.J.S.A18A:26-2	Certificates required; exception
N.J.S.A18A:27	Employment and contracts
N.J.S.A18A:28-3	No tenure for noncitizens
N.J.S.A18A:28-5	Tenure of teaching staff members
N.J.S.A18A:28-8	Notice of intention to resign required
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
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N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members

N.J.A.C. 6A:32-5.1

Standards for determining seniority

N.J.A.C. 6A:32-6

School employee physical examinations

N.J.A.C. 6A:32-7

Student records

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