

# **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. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
6. Performs all duties required by administrative code, state and federal laws, and board policy.
7. 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: December 14, 2023

**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.