

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Preschool Instructional Coach

Position

REPORTS TO: Director and/or Supervisor of Early Childhood Education

RESPONSIBILITIES:

- 1) Mentors, coaches and provides feedback to teachers in early childhood programs regarding developmentally appropriate instruction and professional development.
- 2) Coordinates/facilitates community based early childhood staff development.
- 3) Provides articulate staff development instruction for all aspects of the early childhood program between the district and community provider early childhood programs.
- 4) Provides resources and support to community provider early childhood programs.
- 5) Coordinates early childhood assessment in preschool classrooms.
- 6) Coordinates parent workshops with the community provider family worker.
- 7) Provides information on district programs to the family worker and community provider program's staff.
- 8) Provides transition activities, programs and services between community provider and district programs.
- 9) Performs other duties as request by the administrator of record.

QUALIFICATIONS:

- 1) Must possess a valid NJDOE Elementary and Preschool through Grade 3 certificate
- 2) Master's degree preferred
- 3) At least three years of experience teaching in general education preschool programs
- 4) Must demonstrate one or more of the following:
 - a) Certification that includes an endorsement for bilingual education or English as a second language;
 - b) Certification that includes an endorsement for teacher of students with disabilities or teacher of the handicapped;
 - c) A graduate degree in early childhood education with an emphasis on early literacy and/or early mathematics; and/or
 - d) A graduate degree in educational supervision and/or leadership.
- 5) Experience in facilitating workshops and training sessions for early childhood teachers
- 6) Experience in writing developmentally appropriate early childhood curriculum
- 7) Experience with developmentally appropriate early childhood assessments
- 8) Required criminal history background check and eligibility to work in the United States.

Job Description: Preschool Instructional Coach

- 9) All applicants must meet NJ Residency requirements as per “New Jersey First Act”, N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 10) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
- 11) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Ten-month work year

SALARY RANGE:

Negotiated Bargaining Agreement between the EOBOE and the EOEA

Approved by the East Orange Board of Education: November 7, 2022

Revised 10/26/2022