



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Preschool Relief Teacher
(PEA-funded position)

DEPARTMENT: Preschool

REPORTS TO: Director of Early Childhood Education & Building Principal

POSITION SUMMARY:

The Preschool Relief Teacher provides instructional support across district preschool classrooms by serving as a substitute or relief teacher as needed. This position ensures continuity of high-quality instruction by implementing developmentally appropriate practices aligned with the New Jersey Preschool Teaching and Learning Standards and district curriculum. The Preschool Relief Teacher fosters a safe, inclusive, and engaging learning environment while supporting the academic, social-emotional, physical, and behavioral development of preschool-aged children.

JOB RESPONSIBILITIES:

- Provide high-quality instruction in preschool classrooms throughout the district as assigned.
- Implement district-approved preschool curriculum using developmentally appropriate instructional practices.
- Establish and maintain a safe, nurturing, inclusive, and engaging classroom environment.
- Support children's social-emotional growth through positive behavior supports and relationship-building.
- Differentiate instruction to meet the developmental needs of all learners.
- Deliver engaging gross motor and movement activities that promote physical development.
- Utilize ongoing observation and assessment to inform instruction and support student progress.
- Maintain accurate student records and documentation as required.
- Communicate effectively with families regarding student learning and development.
- Collaborate with preschool teachers, instructional assistants, child study team members, therapists, and administrators to support student success.
- Participate in faculty meetings, professional learning, and district training as assigned.
- Follow all district policies, procedures, health protocols, and state regulations.
- Maintain confidentiality of student information in accordance with FERPA and district policy.
- Perform other duties as assigned by the Director of Early Childhood Education or Building Principal.

QUALIFICATIONS:

- Valid New Jersey Preschool through Grade 3 (P-3) Certificate or other appropriate New Jersey certification meeting state preschool teacher requirements.
- Criminal History Review approval in accordance with New Jersey law.

- Demonstrated knowledge of child development and developmentally appropriate practice.
- Strong interpersonal, communication, and collaboration skills.
- Ability to work effectively with diverse learners, families, and school staff.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of New Jersey Preschool Teaching and Learning Standards.
- Understanding of inclusive preschool practices and early childhood assessment.
- Ability to establish positive relationships with young children and families.
- Effective classroom management using positive behavioral supports.
- Strong organizational and time-management skills.
- Ability to adapt quickly to different classroom environments and teaching assignments.
- Proficiency with instructional technology and student information systems as appropriate.

PHYSICAL REQUIREMENTS

- Ability to supervise young children in classroom, playground, and gross motor settings.
- Ability to lift, carry, and assist children and classroom materials as needed.
- Ability to sit, stand, bend, kneel, and move throughout the instructional day.

TERM OF EMPLOYMENT: Work year in accordance with the negotiated collective bargaining agreement.

BARGAINING UNIT: Robbinsville Education Association

SALARY: Commensurate with experience and bargaining unit guidelines

BOARD APPROVAL DATE: