

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

JOB TITLE: PRESCHOOL COORDINATOR

REPORTS TO: Director of Pupil Services

SUPERVISES: Students and, when assigned, paraprofessionals

NATURE AND SCOPE OF JOB:

The Preschool Coordinator will provide oversight, coordination, and leadership of the preschool program to meet and exceed the New Jersey Elements of High-Quality Preschool (N.J.A.C. 6A:13A) and the Preschool Teaching and Learning Standards.

QUALIFICATIONS:

The Preschool Coordinator shall:

1. Hold a New Jersey instructional certificate with the P-3 education endorsement. Principal or supervisor certificate or eligibility preferred.
2. Have excellent experience in teaching and working with children.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of early childhood growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Demonstrate a comprehensive knowledge of the content field when holding a content specific teaching responsibility on the preschool level.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate leadership ability and/or potential.
8. Demonstrate excellent organizational skills and the ability to motivate people
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Preschool Coordinator shall be employed under the following terms:

1. Stipend position of a current teaching staff member;
2. Work may occur during the school day but some work will occur outside the school day and may include summer.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Preschool Coordinator shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Ensure the coordination of all elements of a high-quality preschool program within the school district, including all private providers and local Head Start agencies.
4. Assist in the development and implementation of the preschool budget, three-year preschool program plan and/or annual update, and professional development plans.
5. Lead and facilitate regular meetings and sessions with the Preschool Coach, Community Family Engagement Specialist and the Preschool Intervention and Referral Specialist.
6. Provide expertise in preschool assessment criteria.

7. Provide oversight and assist in the administration of early childhood screenings to monitor student growth and development such as the Early Screening Inventory (ESI) or the GOLD Assessment.
8. Participate on the Early Childhood Advisory Council (ECAC).
9. Supervise registration, recruitment, and outreach efforts.
10. Facilitate transition initiatives in collaboration with early intervention programs and other preschool to kindergarten through third grade administrator
11. Where applicable, meet regularly with private providers and local Head Start agencies to foster collaboration and program implementation, including, but not limited to, fiscal and curriculum information.
12. Meet regularly with the Director of Pupil Services.
13. Ensure program fidelity, training, and communication between all Readington preschool site locations and with administration.
14. Partner with other district administrators to provide leadership and supervision of the preschool program.
15. Manage the coordination of program material purchases, distribution, curriculum revision, and evaluation.
16. Use effective presentation skills when delivering messages to staff and the community.
17. Communicate with parents via phone, emails, and newsletters.
18. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
19. Attend student events to demonstrate genuine interest in the life of the students.
20. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
21. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
22. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
23. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
24. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.

25. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
26. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
27. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
28. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
29. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
30. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
31. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
32. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Pupil Services, and not otherwise prohibited by law or regulation.
33. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Director of Pupil Services shall evaluate the Preschool Coordinator in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 11, 2024