**JOB DESCRIPTION**

**TITLE: Preschool Master Teacher**

**QUALIFICATIONS:**

1. A bachelor's degree and teacher certification;
2. NJ DOE Early Childhood Professional Development Fellow certificate preferred;
3. Three to five years experience teaching in preschool programs;
4. Experience providing professional development to classroom teachers;
5. Experience in implementing developmentally appropriate preschool curricula;
6. Experience with performance-based preschool assessments; and
7. Preschool through grade three standard instructional certificate; or
8. Standard elementary school instructional certificate and the equivalent of two academic years of full-time experience teaching three and four-year olds under the certificate in a position that would require the preschool through grade three endorsement; or
9. Standard New Jersey nursery school instructional certificate; or
10. Preschool through grade three endorsement in addition to other standard instructional certificate, except as indicated at N.J.A.C. 6A:9-11.2 and 11.7.
11. Special education certification preferred.
12. Strong verbal, written communication and interpersonal skills.
13. Strong organizational and analytical skills.
14. Demonstrated office technology software skills including proficiency in the use of Microsoft Word, Outlook, Excel, Power Point, and other cloud-based software.
15. Pass a Criminal History Review under the provision of P.L. 1986, C116, and P.L. 2018 Chapter 5.
16. Pass a physical examination in accordance with statute and board policy, NJSA 18A:16-2.
17. Proof of U. S. citizenship or resident alien status.
18. New Jersey Resident per Jersey First Act, [N.J.S.A. 52:14-7 (L. 2011, Chapter 70)](http://www.state.nj.us/csc/about/about/regulations/pdf/P_L_%202011%2C%20c_70%20%28S1730%20SCS%202R%29.pdf).
19. Such additions and alternative experiences to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO: Supervisor of Instruction**

**TENURE TRACK: YES**

**POSITION**: **Teacher**

**CONFIDENTIAL**

**EMPLOYEE: NO**

**JOB GOAL:** To perform job duties and responsibilities consistent with federal, state, and local authority mandates; NJ DOE mandates; CCESC policies; district goals, core values, and departmental requirements.

**PERFORMANCE DUTIES AND RESPONSIBILITIES:**

1. Reports to work on time, consistent with work schedule and departmental requirements, and follows all daily reporting procedures.
2. Remains on duty until all open, critical, time sensitive issues are resolved, or communicates those open issues consistently and regularly throughout the day with department staff or supervisor.
3. Attends all departmental and ad-hoc meetings, professional development, etc.
4. Completes all mandatory trainings.
5. Assists and collaborates with staff and administration in planning and problem solving for all aspects of operations.
6. Provides excellent customer service and collaborates in problem solving stakeholder inquiries.
7. Performs any duties associated with a designation of Essential Employee, including during public health emergencies or other unanticipated events where outside agencies and entities such as federal, state, or local governments, departments of health, etc., mandate operational changes that impact CCESC operations.
8. Provide and maintain high levels of quality by helping and supporting preschool teachers.
9. Collaborates with Early Childhood Consultant
10. Visits classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle.
11. Coaches teachers on the use of Performance-Based Assessments (Teaching Strategies GOLD, Work Sampling, etc.), including supporting quality assessment, interpretation of data and use of assessment data in planning.
12. Administers structured program evaluation instruments (in assigned classrooms) in the fall-winter to measure quality practices in Preschool classrooms (e.g., ECERS-3, SELA, PCMI, TPOT, Creative Curriculum Fidelity Tool, etc.).
13. Uses performance-based assessment data and results of structured classroom observations to determine and support a high level of curriculum implementation. Plan specific goals and training opportunities, including, but not limited to, modeling classroom practices and lessons, facilitating PLC meetings, and planning and implementing workshops, to improve weak areas identified from structured observation instruments (aggregated data), curriculum observation instruments, performance-based assessment results, district evaluation data, and other information.
14. Coordinates, articulates, and provides professional development for all preschool staff.

1. Provides individualized follow-up support to the teacher's level of development and plan small group meetings/trainings for teachers with similar needs.
2. May serve as PIRS, Preschool Intervention and Referral Specialist, as appropriate and provide strategies/interventions for teachers to support children who are exhibiting difficulty in the classroom.
3. May serve as Inclusion Master Teacher who provides specialized professional development and consultation to other teachers.
4. If candidate does not have Early Childhood Professional Development Fellow certificate, it must be completed within 18 months of date of hire.
5. Master Teachers should also attend annual Master Teacher meetings sponsored by the Division of Early Childhood.
6. Daily travel to various locations may be required.
7. Performs all other duties as assigned by the department leader, supervisor, business administrator, superintendent or designee.

**TERMS OF**

**EMPLOYMENT:** Ten-month work year as determined by the Board of Directors.  Work schedule, assignment, and compensation to be established by the Board of Directors where applicable. For certificated professionals included in the Article of Recognition in the agreement between the CCESC and CCESEA, terms will be in accordance with the current negotiated agreement.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and Board policy, and where applicable, with the current negotiated agreement between the CCESC and the CCESEA.

**Board Approved: March 2, 2022**

**Revised: April 6, 2022**

**Notes:**

NJSA 18A Tenure Statutes:

Business Administrator         NJSA 18A:17-2a

Directors/Supervisors           NJSA 18A:28-5

Secretarial/Clerical             NJSA 18A:17-2b

Teachers                               NJSA 18A:28-5 & 18A:28-3