**JOB DESCRIPTION**

**TITLE: Preschool Intervention and Referral Specialist (PIRS)**

**QUALIFICATIONS:**

1. A bachelor's degree
2. Hold a New Jersey instructional certificate or educational services certificate; (N.J.A.C.6A:9B-11.2 (P-3), 11.4 (TOSD or equivalent), 14.5 (School Social Worker), 14.6 (Speech-Language Specialist), 14.9 (School Psychologist), 14.10 (LDTC)
3. At least 3 years of experience teaching and/or working with Preschool children;
4. Knowledge, skills, dispositions, and training in early childhood education, child growth and development, effective instructional strategies, classroom management, the district selected curriculum, the four levels of the Pyramid Model, and Positive Behavior Supports.
5. Strong verbal, written communication and interpersonal skills.
6. Strong organizational and analytical skills.
7. Demonstrated office technology software skills including proficiency in the use of Microsoft Word, Outlook, Excel, Power Point, and other cloud-based software.
8. Pass a Criminal History Review under the provision of P.L. 1986, C116, and P.L. 2018 Chapter 5.
9. Pass a physical examination in accordance with statute and board policy, NJSA 18A:16-2.
10. Proof of U. S. citizenship or resident alien status.
11. 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).
12. 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. Collaborates with the Early Childhood Consultant
9. Supports classroom teachers by providing strategies to support children who are exhibiting difficulty in the classroom
10. Provides support including written strategies for classroom staff, modeling strategies in the classroom when appropriate, providing professional development and providing consultation to classroom staff, parents, administrators and preschool instructional coaches.
11. Provides ongoing professional development on the use of the Pyramid Model for administrators, teacher assistants, preschool instructional coaches, and teachers.
12. Coaches teachers to enhance their use of the Pyramid Model practices in the classroom.
13. Supports teachers in documenting children’s social/emotional development using their performance-based assessment system.
14. Coordinates data from the ESI-R screenings and follow-up with children who score a re-screen and refer.
15. Consults with necessary professionals as applicable.
16. Creates and implement PIRS intervention system.
17. Conduct classroom observations using the Teaching Pyramid Observation Tool (TPOT) at least once per classroom per year.
18. If candidate has not completed Preschool Intervention and Referral Specialist Seminar, it must be completed within 18 months of date of hire.
19. Must attend any PIRS meetings sponsored by the Division of Early Childhood.
20. 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: April 5, 2023**

**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