

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

EARLY CHILDHOOD COMMUNITY CENTER LIAISON

QUALIFICATIONS:

1. Master's Degree or Master's Degree in progress in Education or Education related field with course work in Early Childhood Education or willingness to take such courses.
2. Valid NJ Nursery School, P-3, or Elementary Certificate with two (2) years documented preschool experience.
3. Three (3) to five (5) years experience in teaching in an early childhood setting.
4. Experience in community based pre-school highly desirable.
5. Ability to support Early Childhood Community providers and in district pre-kindergartens in implementation of developmentally appropriate practices of three or four year olds.
6. Experience as a trainer/ Presenter for professional development and training activities helpful.
7. Bilingual skills highly desirable.
8. Excellent organization and interpersonal skills necessary.
9. Experience with special needs children highly desirable.
10. Administrative certification highly desirable.

REPORTS TO:

N/A

JOB GOAL

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Visit designated classes a minimum of once per month.
2. In collaboration within district pre-kindergarten and center pre-school staff, develop and implement professional development and training activities for staff and parents.
3. Assist district and center instructional staff in implementing curriculum activities stemming from the Early Childhood Education Program Expectations; Standards of Quality and Frameworks, which are developmentally appropriate for three and four year olds.
4. Facilitate activities for children and their families who are entering the school system from three four year old classes in community providing sites.

PERFORMANCE RESPONSIBILITIES (continue):

5. Work cooperatively with the centers and in district pre-school staff to insure efficient and effective delivery of high quality educational services to three and four year olds in both community and district setting.
6. Insure compliance of community centers with the District contact for pre-school educational services under Abbott for three and four year olds in community provider placements.
7. Work cooperatively with all agencies, departments and offices on both the state district and local level to insure delivery of quality pre-school educational services to eligible three and four year olds

TERM OF

EMPLOYMENT:

10.5 Month Position

BARGAINING UNIT:

TEA

SALARY:

TEA

STATUS:

Hourly___

Salaries X

Exempt__

Non-Exempt__

EVALUATION:

Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: _____

**Board Approved
8/22/2010**

Board Approved
October 26, 2015