

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

TEACHER LIAISON – EARLY CHILDHOOD PROGRAM

QUALIFICATIONS:

1. Master's Degree in Education
2. Valid New Jersey Nursery School, P-3, or Elementary Certificate With two (2) years documented preschool experience.
3. Three (3) to five (5) years teaching experience in a preschool program.
4. Specialization in early literacy highly desirable.
5. Excellent organizational and interpersonal skills necessary.
6. ESL experience preferred.

REPORTS TO:

Assistant Director of Early Childhood

PERFORMANCE RESPONSIBILITIES:

1. Models, coaches, observes (informally and using structured observation instruments) and provides feedback to teachers in preschool programs to assist in the implementation of the *Expectations* for referred children.
2. Provides staff development instructions based on systematic classroom observation using a reliable assessment instrument as defined in N.J.A.C. 6a:10AA-1,2, for aspects of the preschool program including a District and childcare center provider programs for referred children.
3. Provides resources and support to preschool programs and when applicable, makes recommendations to supervisors or directors of preschool programs to use the expertise of District personnel or other early childhood experts to provide additional technical assistance as the need is identified through data collection to meet the needs of referred children.
4. Plans transition activities, programs, and services between preschool programs and kindergarten programs for referred children.
5. Works cooperatively with the centers and in-district preschool staff to insure efficient and effective delivery of high quality educational services to three (3) and four (4) year olds referred in both community and District settings.
6. Insures compliance of community centers with the District contract for preschool educational services under Abbott for three and four year olds in community provider placements.
7. Works cooperatively with all agencies, departments, and offices on state, District, and local levels to insure delivery of quality preschool educational services to eligible three and four year olds.

TERM OF

EMPLOYMENT:

10 ½ Month

BARGAINING UNIT:

TEA

SALARY:

In accordance with TEA Salary Guide.

STATUS:

Hourly _____
Exempt _____

Salaried X
Non-Exempt X

EVALUATION:

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

BOARD APPROVAL:

Board Approved
October 26, 2015