

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Preschool Master Teacher
- REPORTS TO:** Pupil Personnel Services Supervisors and building principal
- JOB GOAL:** Work collaboratively and support all preschool staff members in the implementation and maintenance of high levels of preschool program quality. Assist in curriculum implementation by conducting classroom observations and coaching teachers using the principles of reflective practice to improve instruction.

- QUALIFICATIONS:**
1. Preschool through grade three endorsement in addition to other standard instructional certificate
  2. Three to five years experience teaching in preschool programs;
  3. Experience providing professional development to classroom teachers;
  4. Experience in implementing developmentally appropriate preschool curricula;
  5. Experience with performance-based preschool assessments
  6. Required criminal background check and proof of US citizenship or legal resident alien status.

## **PERFORMANCE RESPONSIBILITIES**

1. Plan specific goals and training opportunities to improve weak areas identified from curriculum developer reports and results of structured classroom observations (e.g. Early Childhood Environmental Rating Scale-R, performance-based assessment results, program-wide evaluations, and other information sources).
2. Administer structured program evaluation instruments in assigned classrooms to measure quality practices in preschool classrooms (e.g. ECERS-R, Creative Curriculum Implementation Checklist).
3. Confer with early childhood supervisors to plan for and provide professional development for all early childhood staff.
4. Provide individualized follow-up support and facilitate small group meetings/trainings for teachers with similar needs.
5. Support implementation of performance-based assessments to ensure reliable collection of child information through portfolio review meetings and professional development.
6. Train teachers on the administration of the Early Screening Inventory-R (ESI-R, Meisels, Marsden, Wishke, & Henderson, 1977).
7. Participate as a member of preschool intervention and referral team and aid in the coordination of requests for assistance for children with challenging behavior.

8. In the role of Community and Parent Involvement Specialist work collaborative with the preschool social worker and dialogue with parents regarding educational and behavioral issues such as developmentally appropriate literacy, social interaction, discipline, cultural awareness, and second language acquisition.
9. Provide technical assistance to district and provider administrators to discuss curriculum goals, professional development, performance-based assessment implementation, and structured observation results.
10. Attend inservice training and meetings in order to keep current with changes in preschool code requirements.
11. Communicate with the Pupil Personnel Services Supervisors regarding student and program concerns.
12. Any other duties deemed necessary for effective and efficient transition planning.

Approved: 5/12/09

Revised: 9/24/09

JD/Special Services