



PRESCHOOL INSTRUCTIONAL COACH

Qualifications:

1. A Bachelor's Degree and teacher certification.
2. Three to five years experience teaching in preschool programs and appropriate certifications.
3. Experience providing professional development to classroom teachers.
4. Experience in implementing developmentally appropriate preschool curricula.
5. Experience with performance-based preschool assessments.
6. Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Supervisor of Early Childhood Program

Job Goal: The primary role of the Preschool Instructional Coach is to visit classrooms and coach teachers using reflective practice to improve instruction. Specific responsibilities are included, but are not limited to:

Duties and Responsibilities:

1. Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle.
2. Use curriculum developer reports and results of structured classroom observations (early Childhood Environmental Rating Scale – Revised (ECERS-R), Supports for Early Literacy Assessment (SELA), & Preschool Classroom Mathematics Inventory (PCMI) to determine and support a high level of curriculum implementation.
3. Administer structured program evaluation instruments (in assigned classrooms) in the fall-winter to measure quality practices in preschool classrooms (e.g. ECERS-R, SELA, PCMI, High/Scope Preschool Program Quality Assessment, Creative Curriculum Implementation Checklist).
4. Plan specific goals and training opportunities to improve weak areas identified from structured observation evaluations (aggregated data), curriculum developer reports, performance-based assessment results, Early Learning Improvement Consortium reports, and other information sources.
5. Confer with early childhood supervisors to coordinate, articulate, and provide professional development for all early childhood staff.
6. Provide individualized follow-up support to the teacher's level of development and plan small group meetings/trainings for teachers with similar needs.
7. Support implementation of performance-based assessments to ensure reliable collection of child information through portfolio review meetings and professional development.
8. Train teachers on the administration of the Early Screening Inventory-Revised (ESI-R).
9. Reflect on own professional development needs, attend workshops, read research articles, consult with others, etc.
10. Coordinate with preschool intervention and referral team (PIRT) regarding requesting assistance for children with challenging behaviors.
11. Confer regularly with the preschool intervention team to discuss how to support teachers and parents with children who have challenging behaviors.

12. Confer regularly with the Early Childhood Supervisor, the Community Parent Involvement Specialist (CPIS) plan for smooth transitions for children entering preschool or going to kindergarten and assist in planning parent involvement activities (e.g. ensuring that the results of the performance-based assessment along with other information about the preschools are shared with kindergarten staff, planning parent workshops together, planning visits to kindergarten classrooms).
13. Assist the Community Parent Involvement Specialist (CPIS) in planning parent involvement activities.
14. Provide technical assistance to District and provide administrators to discuss curriculum goals, professional development, performance-based assessment, structured observations visits, etc.
15. Preschool Instructional Coaches with specific expertise (e.g. inclusion, bilingual education, mathematics, literacy) should provide consultation to other Preschool Instructional Coaches.
16. Perform additional duties as assigned that are directly related to classroom improvement.
17. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 10-Month Position (September 1st through June 30th)

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board Policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: August 18, 2015
Amended: October 16, 2018
Amended: January 3, 2023