

EAST NEWARK PUBLIC SCHOOL

JOB TITLE: Master Teacher/PIRT Coordinator

REPORTS TO: Supervisor of Curriculum and Instruction

NATURE AND SCOPE OF JOB:

The primary role of the Master Teacher / Preschool Intervention and Referral Team (PIRT) Specialist is to assist in curriculum implementation by conducting classroom observations & feedback as well as coaching teachers using the principles of reflective practice to improve instruction and to provide support and suggest interventions to teachers so that all children can succeed within the general education classroom.

QUALIFICATIONS:

The Master Teacher/PIRT Specialist shall:

New Jersey State Certification with appropriate endorsements.

Exceptional writing, oral, interpersonal, and analytical skills.

Experience with preschool students

Knowledge of applicable laws, regulations, and procedures.

Required criminal history check and proof of US citizenship or legal alien status.

Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

EMPLOYMENT TERMS:

The Master Teacher/PIRT Specialist shall be employed under the following terms:

1. Salary or hourly wage, benefits, and leave time as negotiated with the Board of Education.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

RESPONSIBILITIES:

1. Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle
2. Coach teachers on the use of Performance-Based Assessments (Teaching Strategies GOLD, CORE, Work Sampling, etc.), including supporting quality assessment, interpretation of data and use of assessment data in planning
3. Serve as Preschool Parent Liaison

4. Serve as Community Parent Involvement Specialist (CPIS) to plan for smooth transitions for children entering Preschool or going to Kindergarten and to assist in planning parent involvement activities (e.g., ensuring that the results of the performance-based assessment along with other information about the Preschoolers are shared with Kindergarten staff, planning parent workshops together, planning visits to Kindergarten classrooms)
5. Serve as Preschool Intervention and Referral Team Specialist (PIRT Specialist) for the purpose of supporting teachers and parents with children who have learning and behavioral challenges
6. Administer structured program evaluation instruments (in assigned classrooms) in the fall-winter to measure quality practices in Preschool classrooms (e.g., ECERS-3, SELA, PCMI, Creative Curriculum Fidelity Tool, etc.)
7. Use performance-based assessment data and results of structured classroom observations to determine and support a high level of curriculum implementation.
8. Plan specific goals and training opportunities, including, but not limited to, modeling classroom practices and lessons, facilitating PLC meetings, and planning and implementing workshops, to improve weak areas identified from structured observation instruments (aggregated data), curriculum observation instruments, performance-based assessment results, district evaluation data, and other information
9. Coordinate, articulate, and provide professional development for all early childhood staff
10. Provide individualized follow-up support to the teacher's level of development and plan small group meetings/trainings for teachers with similar needs
11. Reflect on personal professional development needs, attend workshops, read research articles, and consult with others, etc.
12. Provide technical assistance to district and provider administrators to discuss curriculum goals, professional development, performance-based assessment, structured observation visits, etc.
13. New master teachers must become Early Childhood Professional Development Fellows by completing all requirements of the The Role of the Master Teacher course offered by the Division of Early Childhood Education.
14. Master Teachers should also attend annual Master Teacher meetings sponsored by the Division of Early Childhood.
15. Provide support and suggested interventions to preschool teachers, families, and support staff
16. Establish a case file for each child with an RFA, including a PIRT intervention plan
17. Modify and adapt student intervention plans
18. Promote active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional developments of young students

19. Maintain positive, cooperative, and mutually supportive relationships with administrators, instructional staff, students, parents, and representatives of resource agencies within the community
20. Perform additional duties as assigned by the Superintendent of School or designee

TERMS OF EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement.

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

APPROVED BY: East Newark Board of Education DATE: October 18,2021