

## FLEMINGTON-RARITAN REGIONAL SCHOOLS

### JOB DESCRIPTION

**TITLE:** PRESCHOOL RELIEF TEACHER

**QUALIFICATIONS:**

1. A bachelor's degree and a preschool through grade three certificate or one of the following other equivalent certifications:
  - a. A bachelor's degree and a certificate of eligibility or a certificate of eligibility with advanced standing for preschool through grade three certification;
  - b. A standard New Jersey nursery school endorsement;
  - c. Any other equivalent certification, pursuant to N.J.A.C. 6A:9;
2. Demonstrated knowledge of effective early childhood and inclusion teaching practices; and developmentally appropriate, differentiated classroom activities. Ability to maintain a learning environment inclusive of learners of all abilities.
3. Strong interpersonal and communication skills.
4. Ability to work collaboratively with staff to ensure inclusion opportunities for students. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

**REPORTS TO:** School Principal and/or Vice Principal

**JOB GOAL:** To create a flexible preschool program and establish a class environment that fosters student learning and growth for all learners; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each student's ability; and to establish good relationships with parents and other staff members. The Preschool Relief Teacher is responsible for supporting the preschool classroom teacher in providing a class environment and instructional program that is conducive to student learning and growth in accordance with the curriculum.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain knowledge associated with early childhood learners including children with special development and learning needs. Seeks opportunities for professional growth;
2. Support the development and learning of individual children, recognizing that children are best understood in the context of family, culture and society;
3. Plan, implement and assess utilizing developmentally appropriate curriculum and assessments that advances all areas of children' learning and development, including social, emotional, behavioral, intellectual, and physical competence;
4. Establish supportive relationships with children and implement developmentally appropriate techniques of structure, guidance and class management;
5. Seeks opportunities to work collaboratively with colleagues as a member of an instructional team;
6. Plans and paces lessons that reflect a learning environment aligned with ECERS-3 guidelines and the Preschool Teaching and Learning Standards;

7. May provide preparation time and lunch coverage to preschool teachers as needed; may travel between buildings;
8. Guides children in working and playing with other children;
9. Escorts and assists the children as necessary;
10. Tends to physical needs of students which may include toileting, dressing, feeding, lifting, placing students on equipment and other tasks as needed;
11. Works with individual students or small groups of students to reinforce learning materials or skills;
12. Creates an atmosphere that is conducive to learning and appropriate to the developmental levels and interests of the students;
13. Assists the teacher in guiding the learning process (consistent with the course of study) toward the achievement of curriculum goals and objectives and communicating these goals and objectives to the students;
14. Guides the learning process toward achievement of curriculum goals and objectives and communicating these goals and objectives to the students;
15. Reads to students, listens to students and participates in other forms of communication with students.
16. Attends and participates in faculty, grade level and district wide meetings and serves on staff committees as requested;
17. Guides young learners in independent self-care routines and practices; and
18. Performs other duties that may be assigned by his/her superior(s) under authority of the Board of Education.

**TERMS OF**

**EMPLOYMENT:**

Salary for a ten-month work year subject to negotiations between the FREA and the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

**APPROVED BY:** Board of Education      **DATE:** 11/13/23

Revised: 6/13/24