

Newburgh Enlarged City School District
Job Description

TITLE:	Pre-K Instructional Coach (TOSA)
REPORTS TO:	Assistant Superintendent for Curriculum & Instruction
QUALIFICATIONS:	<u>Required</u> • New York State certification in Early Childhood Education (Birth–Grade 2) or Students with Disabilities (Birth–Grade 2), or equivalent • Minimum five (5) years of successful classroom teaching experience in Pre-K, Kindergarten, or early childhood settings • Demonstrated knowledge of Developmentally Appropriate Practice (DAP) and early childhood learning progressions • Familiarity with the NYS Pre-K Foundation for the Common Core and On My Way Pre-K program framework • Strong interpersonal skills with the ability to build relationships across diverse communities, settings, and organizational cultures • Ability to travel between multiple school and CBO sites throughout the Newburgh area on a daily basis • Valid New York State driver's license or reliable transportation <u>Preferred</u> • Experience as an instructional coach, teacher leader, mentor, or curriculum specialist. • Experience supporting teachers across multiple schools or grade levels. • Knowledge of the New York State Prekindergarten Learning Standards, high-quality instructional practices, and authentic assessment. • Experience facilitating professional learning communities, modeling lessons, and using data to improve instruction • Master's degree in Early Childhood Education, Curriculum & Instruction, Educational Leadership, or a related field.
JOB GOAL:	The Pre-K Instructional Coach serves as a district-wide resource and partner in excellence for early childhood education across all Newburgh Enlarged City School District Pre-K sites. This position supports high-quality instruction in all content areas — literacy, mathematics, social-emotional learning, science, and the arts — through a lens of Developmentally Appropriate Practice (DAP). The Pre-K Instructional Coach works collaboratively with classroom teachers, Community-Based Organizations (CBOs), building leaders, and the Pre-K Principal to strengthen the continuum of learning from birth through kindergarten entry.

	This is a joyful, dynamic, and mobile role. The ideal candidate brings deep knowledge of early childhood pedagogy, a genuine passion for young learners and their families, and the flexibility and energy to serve multiple school sites and community partners across the district. Work Conditions: • District-wide, itinerant position serving multiple sites — daily travel between locations is expected • Primarily school-year position with potential summer responsibilities tied to Pre-K transitions and professional development • Positive, high-energy environment serving children ages 3–5 and their educators
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DUTIES AND RESPONSIBILITIES:	Instructional Coaching & Support • Provide job-embedded, non-evaluative instructional coaching to Pre-K teachers across all district-operated and CBO Pre-K sites • Conduct classroom observations and deliver reflective, strengths-based feedback aligned to Developmentally Appropriate Practice • Model instructional strategies in all content areas including literacy, mathematics, science, social studies, social-emotional learning, and the arts • Support teachers in designing and implementing play-based, inquiry-driven learning experiences that align to the NYS Pre-K Foundation for the Common Core • Facilitate individual and small-group coaching cycles, including pre-conferences, observations, and post-conferences Curriculum & Professional Learning • Support implementation fidelity of adopted Pre-K curricula and instructional materials across all sites • Design and facilitate professional development workshops, learning labs, and team-based professional learning structures • Collaborate with the Pre-K Principal and central office to analyze student data and translate findings into actionable instructional next steps • Maintain current knowledge of research-aligned early childhood practices, including On My Way Pre-K and Science of Reading-based foundational literacy
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	Community-Based Organization (CBO) Partnership • Serve as a consistent coaching presence and resource for CBO-based Pre-K classrooms operating under NECSD partnership agreements • Build trusting, respectful relationships with CBO site directors and staff, honoring the unique context of each partner organization • Support alignment between CBO and district-operated programs in instructional quality, assessment practices, and family engagement strategies Collaboration & Communication • Partner with the Pre-K Principal on instructional planning, professional learning calendars, and whole-staff professional development • Participate in grade-level meetings, PLCs, and district-wide curriculum work as assigned • Communicate regularly and effectively with building principals, curriculum directors, and the Assistant Superintendent of Elementary Curriculum & Instruction • Maintain documentation of coaching cycles, professional learning facilitated, and progress toward instructional goals
	Other 1. Other assignments by the Superintendent or designee