

The Children's School at Carnegie Mellon University
Job Description for the Administrative Coordinator
2005-2006

**Speak and behave in a professional manner with staff, children, parents, visitors, service people, et cetera, at all times.

**Be prepared to flexibly adapt to the diverse situations that arise in early childhood education, particularly in a University lab school.

Task Categories (** indicates highest priority)

****Office**

- answer phone, take messages, forward calls as necessary
- answer intercom
- greet visitors and "buzz" them out
- escort visitors to appropriate destinations as needed
- buy postage supplies and office supplies and keep organized
- make mailing labels (staff, parents, CMU contacts)
- keep brown closet and photocopy room neat and organized
- maintain office monthly wall calendar
- orient staff to use office technology and materials
- maintain files of "originals" and "extras" of school documents and memos
- collect forms and distribute to appropriate staff persons
- file extra photos in photo boxes
- stock office and computer supplies
- clean & dust surfaces, shelves, computers, etc.
- do routine maintenance on office machines (laser printer, photocopier, laminator)
- call for repairs when necessary
- call for computer repairs when necessary

****Research / Course Assignments**

- produce schedule and subject use sheets
- maintain participation sheets
- file participation sheets
- produce subject photo cards and research bboards
- schedule research sessions (via phone and email)
- highlight and distribute schedule to the staff
- schedule observations
- highlight and distribute observation schedule to staff and Cyert Center as appropriate
- make color-coded nametags indicating role in school
- monitor sign-in and out
- record absences
- distribute lab materials
- help researchers find rooms, children, etc.
- tally subject use at semester end (per project & per subject)

monitor that researchers follow the appropriate research procedures (choose correct subjects, sign participation sheet, nametags and descriptions with subjects, etc.)
correspond with course instructors re: undergraduate research progress
keep labs clean and organized
provide space for research materials storage
relay concerns to the Director

Director / Asst. Director

typing, photocopying, laminating, preparing booklets, mailings, etc.
(especially re: open houses, acceptance letters, etc.)
make calls and run errands as necessary
keep the school photo album up to date & make labels
assist Director in production of annual report

Teachers / Assistants

label mailboxes, distribute mail, messages
make phone calls as requested
copy & distribute teacher newsletters, memos, etc.
finalize thematic unit layout and produce notebook
keep the staff photo board up to date
prepare beginning of the year postcards for children
schedule parent teacher conferences and post room assignments
substitute as necessary
respond to routine problems/requests as necessary

Work Study

produce work study handbook
monitor sign-in & out
handle absences & notify teachers
relay concerns to the Assistant Director
update undergraduate photo board, photo album, and mailboxes each semester
respond to routine requests

Field Placement

make color-coded nametags indicating role in school
monitor sign-in and out
handle absences & notify teachers
relay concerns to the Director
add to undergraduate photo board, photo album, and mailboxes each semester
respond to routine requests

Interns

monitor sign-in and out
handle absences & notify teachers
relay concerns to the Director
add to undergraduate photo board, photo album, and mailboxes each semester
respond to routine requests

****Program**

Web:

Yearly Updates- daily schedule, admission policies, tuition and fees, calendar, event

descriptions, staff bios and pictures

Monthly Updates- school newsletters, 3-4-K-Ex newsletters, photographs, art gallery

Other- PDC workshops, special events, research project summaries, all others as needed

Special Projects such as Memory Books, Cooking with the Kindergarten

****Students**

know and be known

greeting children (several days per week)

serve all children without bias or favoritism

prepare and maintain student "take home" folders

produce emergency card notebook

post absence lists

organize attendance records

follow up on extended absences

keep accident and incident records

produce labels, checklists, parking signs, etc from database

attend special activities

monitor children in office while waiting for late parents or when ill

Parents

know and be known

type or alter standard letters, flyers, etc.

produce handbook, newsletters, memos (copy, collate, punch, etc.)

produce dashboard signs for parking (staff, parents, researchers)

sell gate cards to parents & keep the database of automotive information

collect gate cards from families not returning

copy, collate, and distribute newsletters, etc. in folders or via mail

make routine calls for illness, etc.

add articles to files on topics of parent interest

schedule special visitors, grandparents, etc.

send thank-you notes as appropriate

Parent / Teacher Committees

help with supplies, basic typing, etc.

Special Events

setup and cleanup (decoration hanging, table covering, furniture moving, etc.)

prepare, serve, and cleanup food

attend, mingle, facilitate appropriate activity, respond to problems, etc.

produce memos, labels, and other materials for the event

Public Relations

- model school philosophy (every staff member is an advertisement)
- take phone requests for info and send it
- enter info. into information calls notebook
- make follow-up calls
- produce information packets for prospective parents
- on/off-campus newsletter mailing
- check school e-mail account and respond to or forward inquiries
- contact area school for program/registration information
- maintain display of information from area schools
- maintain alumni database, add new alumni, check for current addresses, print lists

Budget

- run Giant Eagle Apples for Students program
- help with fundraisers as necessary

****Space**

- keep the office clean, well organized
- check signs and produce new ones when needed
- maintain school maps
- check first aid kits and emergency packs and stock as needed
- help with fire drills
- backup Assistant Director for calls for cleaning needs & illegally parked cars
- backup Assistant Director for calls for maintenance / repairs as needed

Professional Development

- seek new ways to improve office procedures
- participate in training re: safety and child development
- visit other schools, attend conferences, etc.
- support the school's Early Childhood Professional Development Center as needed

All permanent Children's School employees hired after 1991 must secure Act 33 and 34 clearance.