

The Children's School at Carnegie Mellon University
Job Description for the Assistant Director

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)

****Administrative Coordinator**

- provide training and guidance as needed
- delegate typing, copying, laminating, etc. as needed
- monitor work and office atmosphere
 - give feedback
 - respond to problems

Office

- backup phone/intercom answering
- handle calls regarding program questions, complaints, family problems, etc.
- coordinate school schedule with post office, parking, etc.
- coordinate summer office work when there is no Administrative Coordinator
- summer mailing to staff & families

Teachers / Assistants

- daily support as needed
- schedule yearly, monthly, and weekly duty rotations
- prepare Thursday staff memos
- update on basic school and family issues
- update staff handbook yearly
- update staff bios & address list yearly
- call for substitutes / substitute as necessary
- record PTO days
- process forms for professional memberships, parking, envelopes for paystubs, etc.

Program

- coordinate calendar (basic year plan, field trips, guests, etc.)
- prepare Sam's Club shopping list
- schedule, implement, and record fire drills

****Students**

- know and be known
- greeting children (several days per week)
- serve all children without bias or favoritism
- prepare file folders for new children

- monitor that files contain all necessary forms
- coordinate student registration, records, class lists
 - regular program, extended programs, camp
 - [delegate filing, etc.]
- keep student database up to date
- produce reports from database (e.g., phone list, allergy list, etc.)
- send calendar & classlists to school districts
- respond to routine problems
- attend special activities
- monitor children sent to office re: discipline
- administer medication according to parent instruction
- produce recommendation letters for private schools
- coordinate admissions decisions for Kindergarten
- coordinate kindergarten bus registration, etc.

****Parents**

- know and be known
- prepare handbook for Administrative Coordinator production
- prepare newsletter for Administrative Coordinator production
- prepare memos for Administrative Coordinator production
- develop a resource list including doctors, psychologists, special services, etc.
- respond to routine problems
- make routine requests
- make routine calls for missing forms
- handle scholarship applications & decisions
- send thank-you notes as appropriate

****Committees**

- initiate and keep tabs on school pictures, vision/hearing screen, etc.
- coordinate school spirit, fund-raising, repair and construction, library, PSO, etc.
- coordinate scholarship parent jobs: book club, school choice night, cleaning, etc.

****Special Events**

- invite the Psych Department and CMU officials as appropriate
- coordinate special Family Events
- plan announcements, food, work study help, etc.
- delegate memo production and other jobs as appropriate
- help with preparations as needed
- attend, mingle, facilitate appropriate activity, respond to problems, etc.

****Work Study**

- write job descriptions and advertise
- hire & schedule students
- notify teachers of schedule & assignments
- prepare work study handbook
- orient students to school and responsibilities
- monitor work and classroom interactions

- give feedback to students
- respond to problems
- schedule work studies for special events
- schedule work studies during exams and breaks
- hire, schedule, and supervise summer work studies
- prepare end of semester and summer gifts for work studies

Psychology

- serve as liaison with Psychology re: reimbursements, construction, etc.
- hire & pay work study students through Psych administrator

Research

- backup for director as needed to keep research running smoothly
- backup for administrative coordinator as needed to keep research running smoothly

Field Placement

- backup for Director as needed
- backup for Administrative Coordinator as needed
- schedule work studies for special events
- schedule work studies during exams and breaks

Interns

- backup for Director as needed
- backup for Administrative Coordinator as needed
- schedule work studies for special events
- schedule work studies during exams and breaks

****Public Relations / Fund Raising**

- model school philosophy (every staff member is an advertisement)
- advertise
 - communicate with PR re: special newsworthy events
 - represent school at local functions
 - give tours
 - organize January Open Houses
- fund-raising
 - search non-profits database to get info on funding sources
 - search for new funding-raising strategies
 - pursue new funding sources & strategies
 - coordinate brick orders

****Budget**

- handle petty cash, reimbursements, travel forms, special requests for checks
- general school ordering, purchase orders, etc.
- tabulate teachers' lists of summer purchases & order
- prepare materials fee report
- handle billing for tuition, extended programs, camp
- record payments for extended programs, camp

- deposit checks
- check on unpaid tuition
- year end filing & notebook prep for new year
- process yearly memberships, service agreements, etc.
- prepare materials, process orders, and distribute deliveries for Sarris Candy fundraiser
- maintain School Spirit Inventory and sell items

****Space**

- liaison to janitor for special needs, concerns, notification of events, etc.
- coordinate assistant, work study, and parent help with extra cleaning needs
(kitchen, preschool between am & pm sessions, sills, counters, cubbies, etc.)
- stock the coffee cupboard
- coordinate capital improvements & safety improvements
- monitor safety needs
- liaison to CMU construction for special projects
- arrange repairs & grounds keeping
- keep log of requests, repairs, etc.
- prepare reports on construction progress
- notify parking of new signs for the year
- tabulate teachers' summer to do lists
- yearly couch cleaning, piano tuning, bricklaying

****Professional Development**

- stay current re: learning about child development & early childhood ed
via publications, coursework, conferences etc.
- visit other schools, attend conferences, etc. to find innovative ideas
- seek to improve personal practice
- share new ideas with staff
- contribute to the professional community
- coordinate advertising and registration for school's Early Childhood Professional
Development Center
- provide other Professional Development Center support as needed

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