

Children's School at Carnegie Mellon University
Job Description for the Undergraduates
2007-2008

Extra hands for the teachers in exchange for pay (work study students) and/or experience relevant to the students' program of study (typically psychology for interns and education for student teachers) or future career plans.

******Speak and behave in a professional manner with staff, children, parents, visitors, service people, et cetera, at all times. Model dress after the staff members. Please refrain from eating and drinking, other than at snack or lunch times with the children. Never use cell phones while on duty.

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

******Take direction from the supervising teacher (though taking initiative to complete routine tasks without being asked and offering to play additional roles are highly valued).

[Interns - observed & evaluated by the Director, with input from the teachers]

[Work Study Students - observed & evaluated by the Asst. Director, with input from the teachers]

[Student Teachers - observed & evaluated by the Supervising Teacher, with input from the other teachers and the Director]

Teachers provide input about the undergraduates working in their classrooms via the attached form.

Task Categories (** indicates highest priority)

****Teachers**

serve as assistant as described above

****Students**

know and be known

treat children in developmentally appropriate ways

serve all children without bias or favoritism

greet children within the school

monitor children already greeted or waiting for dismissal

help with dressing, toileting, diaper changing, etc.

help distribute snack

monitor children on playground, while taking walks, etc.

Since the goal is to foster children's independence and to facilitate their engagement in activities, adults at the Children's School refrain from having children sit in our laps, from playing with hair, clothing, or jewelry, and any other behaviors that encourage them to focus an inappropriate amount of attention on us.

Parents

know and be known

To protect both the undergraduate and the school, please refer all questions regarding individual children, school policies, etc. to a teacher or administrator. Feel free to answer simple procedural questions (e.g., where should I put x, etc.).

Program

prepare materials for bulletin boards and activities (indoor and outdoor)
lead activities with individual children, small groups, and/or large groups as appropriate and under the supervision of a teacher (i.e., student teachers typically do more than work studies)
read stories to children
cleanup from activities (indoor and outdoor)

Special Events

setup and cleanup (decoration hanging, table covering, furniture moving, etc.)
prepare, serve, and cleanup food
supervise activities and/or playground

Assistant Teachers

offer assistance if time permits

****Administrative Coordinator**

sign in and out / complete time card
notify in case of absence / schedule change
carry messages
distribute mail to student lockers

Office

type, copy, laminate, bind, etc. and other tasks as requested

Public Relations

model school philosophy (every staff member is an advertisement)

Space

light cleaning (e.g., tables, paintbrushes, sinks, etc.)
work study students may be asked to do heavier cleaning, including pet cages