

The Children's School at Carnegie Mellon University
Job Description for the Administrative Coordinator
August 2012

- **Speak and behave in a professional manner with staff, children, parents, university partners, visitors, service people, et cetera, at all times.
- **Strive to be a team player, taking initiative to help with tasks, share space and materials, offer support and constructive critique, etc. for the benefit of the whole staff.
- **Keep the "big picture" of our school's entire mission in mind to effectively balance competing demands.
- **Follow the school and university policies and procedures carefully and with attention to timeliness.
- **Be prepared to flexibly adapt to the diverse situations that arise in early childhood education, particularly in a university lab school.
- **Use the core values and standards of the National Association for the Education of Young Children (NAEYC) to guide all aspects of program implementation and enhancement.
- **Abide by the ethical standards of NAEYC, with particular attention to confidentiality.

Task Categories (** indicates highest priority)

****Administrative Team**

function effectively as part of the administrative team
support administrative team daily in a reciprocal manner
offer suggestions and constructive criticism as appropriate
plan collaboratively to ensure that the school meets all aspects of its mission
work constructively as part of the Administrative Team to ensure effective school operations, resolution to problems that arise, and proactive responses to opportunities
proofread school correspondence as requested
set up seating, technology, food, etc. for staff meetings and other events as needed
typing, photocopying, laminating, preparing booklets, mailings, etc.
(especially re: open houses, acceptance letters, etc.)
make calls and run errands as necessary
monitor summer office, classroom & whole school jobs
keep the school photo archive up to date & make labels
assist Director in production of annual report

****Office Suite**

manage school entrance and main office for effective reception and operations
answer phone, take messages, forward calls as necessary
answer intercom
greet wide range of campus and community visitors and "buzz" them out
escort visitors to appropriate destinations as needed
stock and organize office supplies, including postage
make mailing labels (staff, parents, CMU contacts)
keep office closet and photocopy room neat, organized & locked at day's end

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
clean & dust surfaces, shelves, computers, office equipment, etc.
do routine maintenance on office machines (laser printer, photocopier, laminator, fax)
keep the water cooler clean and stocked
call for repairs when necessary
call for computer repairs when necessary

****Research / Course Assignments**

collaborate with Director re: studies and course uses
backup for Director as needed to keep research running smoothly
keep labs clean and organized
provide space for research materials storage
produce subject photo cards and research boards
maintain participation sheets
file participation sheets
give introduction to school (grad students, undergrads, new researchers)
assign numbers, space, materials, subjects, etc.
produce schedule and subject use sheets
correspond with course instructors re: undergraduate research progress
schedule research sessions (via phone and email)
highlight and distribute schedule to the staff
schedule observations & notify staff
make color-coded nametags indicating role in school
monitor sign-in and out
record absences
help researchers find rooms, children, etc.
distribute lab materials
monitor that researchers follow the appropriate research procedures (choose correct subjects, sign participation sheet, nametags and descriptions with subjects, etc.)
relay concerns to the Director
tally subject use at semester end (per project & per subject)
charge copying to Psychology each semester
follow up with researchers re: evaluation and results

****Teachers / Associate Teachers**

daily encouragement & support as needed
proofread daily messages and conference reports as requested
update on basic school and family issues
communicate regularly to ensure that staff are fully informed of plans, changes, etc.
label mailboxes, distribute mail, messages
make phone calls as requested
keep the staff photo board up to date
schedule parent teacher conferences and post room assignments

- respond to or redirect routine problems/requests as necessary
- update staff bios, photos, contact info & address list yearly
- produce Staff Handbook annually
- archive theme newsletters and conference forms
- support production of photo year in review & burn DVDs

Student Employees / High School Apprentices

Interns / Practicum Students

Field Placement / Pre-Service Teaching

- produce Support Staff Handbook
- monitor sign-in & out
- make nametags as needed for occasional visitors
- handle absences & notify teachers
- relay concerns to the Educational Administrator
- update undergraduate photo board, photo album, and mailboxes each semester
- respond to routine requests

Program / Accreditation

- coordinate school schedule with post office, parking, etc.
- collaborate with Administrative Team on NAEYC accreditation / DPW compliance
- offer to do special projects with classes to share your passions

****Children**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- greet children in office and entrance area
- encourage children's independence and pro-social behavior
- discipline children in a positive, firm, and consistent way
- respond to routine problems
- manage child files and forms according to NAEYC / DPW standards
- send calendar & classlists to school districts
- manage current and alumni database and produce varied reports as needed (e.g., class lists, allergy lists, mailing labels, etc.)
- check child files and solicit new medical forms when necessary
- prepare and maintain student "take home" folders
- produce emergency card notebook
- organize attendance records
- make routine calls re: sick child, missing forms, forgotten items, etc.
- attend special activities
- monitor children sent to office re: discipline, illness, etc.

Families

- know and be known
- type or alter standard letters, flyers, etc.
- produce Family Handbook, newsletters, memos (copy, collate, punch, etc.)
- produce home-school notes for handbooks

- produce dashboard signs for parking (staff, parents, researchers)
- keep the database of automotive information
- photograph children's artwork for the monthly web gallery & track so all children are represented
- 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
- send thank-you notes as appropriate

Family Committees

- help with supplies, basic typing, etc.

Special Events

- setup and cleanup (decoration hanging, table covering, furniture moving, etc.)
- prepare, serve, and cleanup food
- produce memos, labels, and other materials for the event
- attend, mingle, facilitate appropriate activity, respond to problems, etc.

Public Relations

- model school philosophy (every staff member is an advertisement)
- design, produce and send the school's holiday and WOYC cards
- take phone requests for info and send it
- enter info. into information calls notebook
- make follow-up calls
- produce information packets for prospective parents
- maintain database of area schools
- produce and mail newsletter to on/off-campus network
- contact area schools for program/registration information
- maintain display of information from area schools
- maintain alumni database, add new alumni, check for current addresses, print lists

Budget

- place orders from Office Depot according to established procedures
- order food for staff, family and outreach events
- help with fundraisers as necessary

****Space**

- keep the office clean, well organized
- stock the coffee cupboard
- keep the doors and keypad areas clean and free of fingerprints
- check signs and produce new ones when needed
- maintain school maps
- refresh first aid kits and emergency packs annually
- help with fire & lockdown drills
- do monthly safety inspections with Educational Administrator
- serve as liaison to janitor for special needs, concerns, notification of events, etc.
- monitor and respond to illegally parked cars, misplace dumpster and other parking lot

issues

backup Educational Administrator for calls re: cleaning needs

backup Educational Administrator for calls re: maintenance / repairs as needed

Professional Development

seek new ways to improve office procedures

share new ideas with staff

prepare for and engage in whole staff professional development (e.g., staff meetings, book clubs, seminars, training events, celebrations, etc.)

coordinate registration and support the school's outreach efforts as needed

maintain database of educators participating in our professional development events

All permanent Children's School employees hired after 1991 must secure Criminal Record and Child Abuse clearances, and those hired after 2010 must also submit an FBI fingerprinting report. All employees must provide valid transcripts of educational achievement, yearly health assessments, and bi-annual TB test results.