

The Children's School at Carnegie Mellon University  
**Job Description for the Associate Teachers**

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)

**\*\*Teachers**

- serve as associate as described above
- support peer teachers daily in a reciprocal manner
- participate in team planning meetings
- provide input on student progress
- help with assessments as needed
- proofread daily messages and conference reports as requested

\*\*Take initiative to fulfill typical responsibilities and take direction from the supervising teacher regarding additional duties, setting priorities, and atypical situations. Offers to play additional roles are highly valued.

**\*\*Children**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- greet children at gallery stairs or rotunda
- monitor children already greeted or waiting for dismissal
- monitor children in a free play situation (indoor or outdoor)
- monitor children at snack or lunch
- help with dressing, toileting, diaper changing, etc.
- be aware of individual dietary issues / health concerns, together with responses requested by the parents
- monitor children on playground, while taking walks, etc., being sure staff stay well spaced throughout the area in use
- respond to routine problems (may require lifting children)

- arrange care for sick children and call parents (or delegate such care)
- help children comfortably participate in research
- adjust activities to meet individual needs
- encourage children's independence and pro-social behavior
- discipline children in a positive, firm, and consistent way
  - report incidents to the child's group teacher
- monitor and record individual progress via frequent anecdotal records
- follow the behavior response policies and procedures carefully
- complete incident reports as necessary
- document behaviors of concern
- relay concerns and share documentation with Director as necessary

### **\*\*Program / Accreditation**

- prepare an inviting and developmentally appropriate classroom environment
- plan a developmentally appropriate curriculum that fits the philosophy, curriculum & assessment framework, themes, and calendar of the school
- contribute to the team planning of units by taking a share of the leadership in unit development, communicating individual plans with the team, etc. as decided by the preschool and kindergarten teams separately
- prepare thematic unit plans coded for the NAEYC standards
- make, order, and/or purchase developmentally appropriate classroom and whole-school shared materials
- plan & prepare materials for activities
- set up, clean up materials before and after activities
- plan and lead small group or large group activities
- implement plans with flexibility for meeting individual student, staff, and larger school needs at the time
- engage children in activities that promote their development in one or more areas
- substitute as the teacher when necessary (e.g., lead circle time, manage undergrads, etc.)
- coordinate snack menu according to nutrition guidelines (one AT)
- prepare shopping list for weekly snack purchases (one AT)
- set up, prepare & clean up snack in classroom
- take photographs of classroom and activities for use in newsletters, on the web, and in the classroom portfolio
- document classroom program in the NAEYC portfolio
- participate in NAEYC re-accreditation work every five years

### **\*\* Director / Educational Administrator**

- offer suggestions and constructive criticism as appropriate
- work constructively with the administration to solve problems that arise
- collaborate with administrators and team members, together with parents and specialists to meet the special needs of individual children
- request coverage, in advance if possible, when needed because of conferences, etc.
- submit all newsletters, permission slips, and other major external communications for approval before distribution

## **Administrative Coordinator**

- notify re: excursions, timing, and means of contact
- notify re: expected phone calls, classroom visitors, scheduled events
- delegate ordering of materials that can be purchased from Office Depot
- deliver messages & forms, check folders and return to office in a timely manner
- distribute mail to student lockers
- collaborate on conference scheduling

## **Office Suite**

- backup phone/intercom answering
- learn to use the primary features of the security system and all of the office equipment independently
- copy, laminate, bind, etc. for classroom projects
- distribute newsletters, memos, permission slips, etc., including providing a copy for the Director and Ed Admin Team, posting one in the hallway, and giving an electronic copy to the Administrative Coordinator
- submit incident reports as needed
- backup the team computer at least weekly
- cleanup after yourself and your projects, and ensure that your student helpers do too

## **Families**

- know and be known
- strive to understand and respond supportively to family values, needs, and concerns regarding school
- talk with parents about their children in an honest, sensitive, and confidential manner
- make routine requests
- notify parents of positive developments, behavior incidents, and accidents
- keep records of significant parent interactions
- create assigned portion of the daily email or web updates for families
- produce assigned portion of eight newsletters per year for distribution to families (monthly or per theme)
- prepare memos, permission slips, etc. for distribution to families
- send thank-you notes as appropriate
- participate in team meetings relevant to special needs (IEP, ITM, etc.)
- lead staff-parent brown bags as appropriate, or support them by helping with child care

## **Family Committees**

- respond to committee inquiries re: teacher/student needs
- offer suggestions for committee tasks

## **\*\*Special Events**

- plan and implement developmentally appropriate 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.
- plan and supervise activities and/or playground

## **\*\*Student Employees / High School Apprentices**

give specific directions to students assigned to your group  
delegate classroom preparation & cleanup as necessary  
delegate roles with students as appropriate  
monitor work and classroom interactions  
    provide constructive feedback to students as appropriate  
    relay concerns to the Teacher

## **\*\*Interns / Practicum Students**

give specific directions to students assigned to your group  
delegate classroom preparation & cleanup as necessary  
delegate roles with students as appropriate  
monitor work and classroom interactions  
    provide constructive feedback to students as appropriate  
    relay concerns to the Teacher  
attend final student presentations

## **Field Placement / Pre-Service Teaching**

no supervision responsibilities  
answer questions or suggest another source of information  
relay concerns to the Teacher

## **Research**

offer input on the design and scheduling of assignments and studies  
facilitate the conduct of observations and studies  
manage flow of the day by published schedule to facilitate observations and research  
monitor children's responses to studies and length of absence from classroom  
relay concerns to the Director or Administrative Coordinator

## **Public Relations / Fund Raising**

model school philosophy (every staff member is an advertisement)  
talk with prospective parents as requested  
network with other professionals via school visits, conferences, etc.

## **Budget**

make purchases and request orders within budget & according to CMU procedures  
submit labeled receipts to Educational Administrator for reimbursement

## **\*\*Space**

cleaning (e.g., tables, sinks, etc.)

- weekly- keep school clean and organized, return borrowed materials to appropriate shelves, request supply re-order as needed
- quarterly – help with major cleaning / organizing of Art Closet, Shed, Booth, etc.
- yearly- keep school organized, bring broken materials to office, request new materials to develop the area

do furniture moving related to classroom arrangement and organization  
report other needs to Educational Administrator

help with special classroom and whole school projects, such as painting, gardening, etc.  
be flexible in sharing space as appropriate  
monitor condition of computers  
    handle or delegate light cleaning & repairs  
    notify Educational Administrator re: need for computer repairs when necessary  
Kitchen Cleaning (follow established duty rotation)  
    set up, prepare & clean up snack for all groups (except extended day program)  
    daily touch up  
    weekly countertops, table, fronts of cupboards, leftovers check  
    bi-annual oven, fridge, and freezer cleaning (more often if there is a problem)  
Shed/Playground (follow established duty rotation)  
    set up materials  
    monitor space for safety, cleanliness  
    check safety, setup & cleanup bikes & toys, bring broken toys to office  
    remove litter, sweep debris, dry playground equipment  
    return materials to storage  
Art Closet (follow established duty rotation)  
    maintain an organized inventory  
    unpack new materials  
    keep organized and stocked by monitoring and ordering supplies  
Bathroom (follow established duty rotation)  
    fill soap dispensers daily  
    monitor trash mid-day and empty if necessary  
    clean mirror weekly  
    wash dividers weekly  
Substitute for snack, shed/playground, and art closet duties on days when the designated Teacher / Associate Teacher is not available

### **\*\*Professional Development**

stay current re: learning about child development & early childhood ed  
    via publications, coursework, conferences etc.  
prepare for and engage in whole staff professional development (e.g., staff meetings,  
    book clubs, seminars, training events, celebrations, etc.)  
visit other schools, attend conferences, etc. to find innovative ideas  
seek to improve personal practice  
share new ideas with staff

*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.*