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._