

**Children's School at Carnegie Mellon University**  
**Job Description for the Director**  
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)

**\*\*Staff**

- provide professional and personal support as needed
- review and revise the job descriptions and Staff Handbook yearly
- serve as a resource as needed
- delegate responsibilities as needed
- review / approve external communications
- hire, orient, and integrate new staff
- observe and assess staff periodically
  - give feedback to staff
  - respond to problems
- conduct yearly professional reviews
- coordinate professional development
- prepare and lead meaningful staff meetings
- collaborate on conference presentations
- serve as the liaison with the University as needed re: salaries, PTO, leaves, etc.
- advocate for staff with the University as needed
- maintain staff files in accordance with NAEYC standards (e.g., transcripts, clearances, health records, professional progress, etc.)
- coordinate staff involvement in NAEYC accreditation

**\*\* 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

delegate typing, copying, laminating, etc. as needed

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

articulate & interpret school philosophy

articulate & interpret school policies

investigate and propose new philosophy & policy re: current issues

e.g., age cutoff, inclusion, etc.

coordinate curriculum, assessment, documentation, and developmental screening

meet with teaching teams to do overview planning (3's, 4's, Extended Day & K)

coordinate design of the whole school unit using the Understanding by Design approach and documentation aligned with the NAEYC standards

coordinate program evaluation (staff and parent)

collaborate with Educational Administrators on NAEYC accreditation / DPW compliance

maintain the NAEYC program portfolio

serve as liaison / coordinator for children with special needs

### **Office Suite**

backup phone/intercom answering

handle calls regarding program questions, complaints, family problems, etc.

serve as resource to Administrative Coordinator as needed

### **\*\*Psychology**

serve as a liaison with Psychology administration as needed

participate in Psychology faculty meetings

serve as Co-Training Director of the Program for Interdisciplinary Education Research (PIER)

teach one course per semester

Child Development 85-221 - spring

Educational Goals, Instruction & Assessment 85-738 - fall

coordinate Child Development Practicum 85-484 at the Children's School (see below)

supervise research at the Children's School (see below)

advise undergraduate psychology majors

supervise graduate students as requested

attend graduate evaluation meetings

write recommendations for students

participate in colloquia, research groups, etc.

serve as a resource for faculty re: child dev issues, research sites, etc.

prepare annual report documenting Children's School contributions

prepare re-appointment case every five years

coordinate Psychology's program outcomes advancement, including learning goals specification & review

### **\*\*Research**

- formulate research and classroom observation policies
- prepare policy & practice documents
- review, approve & improve studies
- review, approve & improve course uses
- report to teachers and parents
- prepare notices for school newsletter
- respond to serious problems
- coordinate all other uses of the Children's School for laboratory purposes (e.g., user testing, filming)
- serve as child advocate on the Carnegie Mellon Institutional Review Board (IRB)

## **\*\*Children**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- greet children when possible/needed
- visit classrooms frequently
- lead activities in classroom as requested/needed
- encourage children's independence and pro-social behavior
- discipline children in a positive, firm, and consistent way
- attend special activities
- respond to serious problems according to school policies
- serve as resource for children with special needs
- consult on admissions decisions for Kindergarten

## **\*\*Families**

- know and be known
- review and revise the Family Handbook annually
- serve as a resource as needed re: developmental, family, and school choice issues
- speak to parent group at Parent Meeting
- coordinate and speak at Staff / Parent Discussions, including at least one in the fall on school choices and one in the winter related to the whole school unit
- coordinate and produce the monthly whole school newsletter, including writing the Director's Corner and other columns as needed
- respond to serious problems
- help parents advocate for their children with special needs
- represent the school in court when necessary in custody cases
- send thank-you notes as appropriate

## **Family Committees**

- serve as a resource when necessary

## **Special Events**

- plan the Family Festival with staff collaboratively
- coordinate the Kindergarten Graduation ceremony, including processional powerpoint and Director speech
- help with preparations as needed

attend, mingle, facilitate appropriate activity, respond to problems, etc.

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

write course description and advertise 85-484  
schedule and register students  
prepare course syllabus & expectations  
orient students to school and responsibilities (using syllabus & support staff handbook)  
meet with interns weekly to discuss child development issues  
monitor work and classroom interactions  
    give feedback to students  
    respond to problems

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

advertise field placement opportunities  
coordinate placement & scheduling  
respond to serious problems  
prepare, distribute & collect evaluations from pre-service teachers

**Student Employees / High School Apprentices**

serve as a resource to students as needed  
respond to serious problems

**\*\*Public Relations / Fund Raising**

model school philosophy (every staff member is an advertisement)  
coordinate school web site content and delegate to Psych computer support  
    Yearly Updates- daily schedule, admission policies, tuition and fees, calendar,  
        event descriptions, staff bios and pictures  
    Monthly Updates- school newsletters, 3-4-K-Ex newsletters, photographs, art  
        gallery  
    Other- outreach workshops, special events, research project summaries, all  
        others as needed  
participate in Psych department (see above)  
participate in University as appropriate (e.g., IRB, Eberly Center, etc.)  
network with other schools (public, private, parochial)  
collaborate with other schools on projects (e.g., Alcoa Collaborative, etc.)  
offer seminars for local colleagues (e.g., Ellis, PUCS, etc.)  
participate in PAEYC and other local organizations  
participate in national organizations (NCCCC, IALS, SRCD, etc.)  
public relations  
    represent school at local and University functions  
    backup for initial phone contacts and tours  
    discuss program with parents at January Open House  
    seek venues for Children's School promotion (e.g., Children's Museum)  
fund-raising  
    collaborate with University re: funding possibilities  
    write text for grant applications  
    prepare thank you notes and grant reports as needed

## **\*\*Budget**

- develop and monitor overall budget plan and projections
- set budget policies
- prepare budget summaries
- serve as resource to Educational Administrators as needed, particularly re: accounting, scholarship, tuition, and other decisions
- check monthly statements for accuracy, completeness, etc.
- liaison with Psychology financial staff and Dietrich College administrators as necessary
- negotiate salaries, set tuition, etc.
- set fund-raising goals

## **Space**

- coordinate vision for space usage with administrative team
- allocate space within school as appropriate
- authorize large expenditures
- serve as resource to Educational Administrators as needed, particularly re: advocacy within the university

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

- stay current re: learning about child development & early childhood ed, as well as school administration, NAEYC standards, health & safety, family support, etc. via publications, coursework, conferences etc.
- network with other schools, attend conferences, etc. to find innovative ideas
- seek to improve personal practice
- share new ideas with staff
- seek new sources of input re: child development, school leadership, business management, etc.
- coordinate the school's professional development outreach
- prepare trainer certification renewal (PQAS) every five years
- participate in the collaborative professional development (e.g., neighboring centers, Duksung Women's University partnership)
- conduct research re: early childhood development & education
- prepare presentations & papers
- serve in leadership roles of local and national organizations (e.g., PAEYC, IALS, NCCCC)
- participate in national and international efforts to enhance early childhood development and education

*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.*