

The Children's School at Carnegie Mellon University
Job Description for the Educational Administrators

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.

Two professionals share the Educational Administrator responsibilities. Each is working full time in administration and has areas of special focus related to both whole school and classroom support, but both respond to immediate needs and share responsibility to ensure that all tasks are completed effectively, according to both Carnegie Mellon and NAEYC guidelines.

Task Categories

**** 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
- organize summer office, classroom & whole school jobs

**** Program / Accreditation**

- collaborate with Director on NAEYC accreditation / DPW compliance
- maintain the NAEYC program portfolio
- coordinate calendar, including basic year plan, field trips, guests, etc. (LH)
- schedule, implement, and record fire & lockdown drills (LH)
- schedule and facilitate fire safety and first aid / CPR training for all staff (LH)
- prepare an inviting and developmentally appropriate entrance and office environment

support the educators' thematic unit development by seeking campus and community resources
contribute to the development of the Whole School theme each year via newsletter contributions, entrance area activities, Family Festival leadership, etc.

Office Suite

backup phone/intercom answering
handle calls regarding program questions, complaints, family problems, individual children, specific incidents, etc.
backup office computer at least weekly

**** Teachers / Associate Teachers** (LH focuses more on Kindergarten, MR on Preschool)

daily encouragement & support as needed
proofread daily messages and conference reports as requested
update on basic school and family issues
mentor staff to help them reach their professional goals
plan for teacher appreciation and morale boosters
schedule & monitor yearly, monthly, and weekly duty rotations (MR)
call for substitutes / arrange substitutes as necessary (MR)
prepare Thursday staff memos (LH)
process forms for professional memberships, parking, etc. (LH)
communicate regularly to ensure that staff are fully informed of plans, changes, etc.
collaborate with teachers, parents and specialists to meet the special needs of individual children

****Student Employees** (MR takes the lead)

prepare Support Staff handbook and training
write job descriptions and advertise for student employees
hire & schedule student employees
hire & pay work study students through Psych administrator
integrate schedule with other support staff scheduled by Director
(Field Placement / Pre-Service Teaching / Practicum Interns)
manage time cards for student employees
notify teachers of schedule & assignments
orient support staff to school and responsibilities
monitor support staff interactions with children & adults
give feedback to support staff
respond to problems, seeking help from Director as needed
manage coverage for absences, etc.
schedule support staff for special events
schedule support staff during exams and breaks
hire, schedule, and supervise summer student employees
prepare end of semester and summer gifts for student employees

****High School Apprentices** (SOS / City Charter)

liaison with high school officials
coordinate schedules, expectations, communication, etc.

- notify teachers of schedule & assignments
- orient support staff to school and responsibilities
- monitor support staff interactions with children & adults
 - give feedback to support staff
 - respond to problems, seeking help from Director as needed
- prepare end of semester and summer gifts for student employees

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

****Interns / Practicum Students**

- notify teachers of schedule & assignments
- orient students to school and responsibilities (using support staff handbook)
- manage coverage for absences, etc.
- review performance evaluations & respond to problems
- attend final practicum presentations
- prepare end of semester and summer gifts for student employees

Research

- backup for Administrative Coordinator as needed to keep research running smoothly
- offer input on the design and scheduling of assignments and studies
- facilitate the conduct of observations and studies
- 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)
- network with other professionals via school visits, conferences, etc.
- represent school at local and University functions
- advertising (LH)
- maintain School Spirit Inventory and sell items
- recruiting via tours, open house events, etc. (MR)
- manage the EITC program (LH)
- produce yearly report for the EITC program (LH)
- organize school PR/fundraising events (e.g., Ten Thousand Villages, Barnes & Noble)
- be alert for new funding possibilities
- search for new funding-raising strategies
- pursue new funding sources & strategies
- coordinate orders for fund-raising projects (e.g., bricks, tiles, etc.)

****Families (MR takes the lead)**

- know and be known
- strive to understand and respond supportively to family values, needs, and concerns
 - regarding school
- respond to routine problems
- make sensitive calls as needed
- coordinate admissions and re-enrollment (MR)
- handle scholarship applications & decisions (MR)
- coordinate summer mailing to families (MR)

- prepare memos for Administrative Coordinator production or email distribution
- contribute columns to the monthly whole school newsletter
- coordinate the family email distribution list for all time-sensitive communication (LH)
- initiate and keep tabs on school pictures, vision/hearing screen, etc. (MR)
- ensure that medical records are complete and up to date (MR re: universals vs. LH re: special care plans)
- manage the “snow day” system with local media (MR)
- develop a resource list including doctors, psychologists, special services, etc. (MR)
- organize family-oriented resource for Pittsburgh newcomers (MR)
- acknowledge changes in family status, especially the birth or adoption of siblings (MR)

****Family Committees** (MR takes the lead)

- coordinate family committees, e.g., repair and construction, library, PSO, etc.
- coordinate scholarship parent jobs, e.g., grocery shopping, cleaning, etc.

****Children**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- greet children outside office
- encourage children’s independence and pro-social behavior
- discipline children in a positive, firm, and consistent way
- respond to routine problems
- follow the behavior response policies and procedures carefully
- document behaviors of concern
- relay concerns and share documentation with Director as necessary
- be aware of individual dietary issues / health concerns, together with responses requested by the parents
- monitor children sent to office re: discipline, illness, etc.
- manage accident & incident reports, with appropriate followup
- administer medication according to parent instruction
- help children comfortably participate in research
- produce recommendation letters for private schools (LH)
- coordinate kindergarten bus registration, etc. (LH)

Services re: Special Needs

- serve as resource for children with special needs
- help parents advocate for their children with special needs
- communicate with therapists and agencies as needed for orientation, guidance, assessment, etc.

Alumni Relations (To Be Developed)

Special Events

- coordinate special classroom events
- coordinate special Family Events
 - plan announcements, food, work study help, etc.

delegate memo production and other jobs as appropriate
invite the Psych Department and CMU officials as appropriate (LH)
reserve campus rooms as needed (LH)
communicate with PR re: special newsworthy events (LH)
help with preparations as needed
attend, mingle, facilitate appropriate activity, respond to problems, etc.

**** Budget**

IN / Income – (MR takes the lead)

handle billing for tuition, extended programs, camp
record payments for application fees, deposits, camp, seminars, etc.
deposit checks
check on unpaid tuition
document maintenance and storage

OUT / Expenses – (LH takes the lead)

access Oracle and Decision Cast to create financial reports
handle PCard receipts, petty cash, reimbursements, travel forms, special requests for checks
liaison with the University contracts office
general school ordering (esp. in the summer), purchase orders, etc.
tabulate teachers' lists of summer purchases & order
prepare materials fee reports, including team budgets
process yearly memberships, service agreements, consulting contracts, etc.
document maintenance and storage

**** Space** (LH takes the lead)

organize central space for both functionality and professional appearance
manage facility maintenance and improvement according to NAEYC standards
serve as liaison with the University re: reimbursements, construction, contracts, etc.
coordinate staff, student employee, and parent help with extra cleaning needs, including kitchen, preschool between am & pm sessions, sills, counters, cubbies, etc. (MR)
do monthly safety inspections with another staff member
monitor safety improvements
coordinate the NAEYC-required program consultants (health, playground, dietician)
coordinate capital improvements & safety improvements
prepare reports on construction progress
notify parking of new signs for the year
tabulate teachers' summer to do lists & manage implementation
yearly piano tuning, curtain cleaning, etc.

**** 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.
prepare for, engage in, and occasionally lead whole staff professional development (e.g., staff meetings, book clubs, seminars, training events, celebrations, etc.)
network with other schools, attend conferences, etc. to find innovative ideas

seek to improve personal practice
share new ideas with staff
contribute to the professional community
participate in PAEYC and other professional organizations (e.g., IALS, NCCCC, etc.)
collaborate on presentations for the school's workshops, as well as local, national or international conferences

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.