

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

****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
- document weekly lesson plans with sufficient detail to demonstrate alignment with developmental objectives, broad coverage of all content areas, and accommodation for individual interests and needs
- 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 circle time, small group, and 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
- plan and implement developmentally appropriate special guests, class events, class exchanges, etc.
- plan and implement developmentally appropriate field trips
 - check date and funding needs with Educational Administrator
 - ask Administrative Coordinator to delete that date from research availability schedule
 - collect permission slips (& money if needed)
 - arrange appropriate number of chaperones

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
delegate summer orders and work requests to an Educational Administrator

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
handle calls regarding individual children, specific incidents, etc.
submit incident reports as needed
file conference reports in a timely manner and give electronic copies to Administrative Coordinator
backup the team computer at least weekly
cleanup after yourself and your projects, and ensure that your student helpers do too

****Teachers**

function effectively as part of the teaching team
support peer teachers daily in a reciprocal manner
collaborate on indoor and outdoor preparation and cleanup
plan collaboratively for each theme
work constructively with the teaching team to solve problems that arise
proofread daily messages and conference reports as requested

****Associate Teachers**

- encourage associate to follow job description without direction
- support associate daily
- include associate in theme planning
- delegate classroom preparation & cleanup as necessary
- delegate laminating, binding, copying, etc. with appropriate lead time
- delegate additional roles as appropriate
- monitor work and classroom interactions
 - proofread daily messages and conference reports as requested
 - provide constructive feedback to associate as appropriate
 - relay concerns to Director

****Children**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- prepare beginning of the year communication for children
- greet children at gallery stairs or rotunda
- monitor children already greeted or waiting for dismissal
- keep attendance and dismissal change records
- 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
- 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
- prepare written progress reports, according to the school's framework, for bi-annual meetings with parents
- document at least one additional contact with each child's parents to discuss progress each semester

****Families**

- know and be known
- strive to understand and respond supportively to family values, needs, and concerns regarding school

contact parents at least twice per semester to discuss the progress of their child, including two conferences with written reports using the school's assessment framework

talk with parents about their children in an honest, sensitive, and confidential manner

notify parents of positive developments, behavior incidents, accidents, or the emergence of special needs

keep records of significant parent interactions

make routine requests

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

schedule special visitors, grandparents, etc.

send thank-you notes as appropriate

respond to routine problems

support parents in negotiating issues regarding bus transportation with the relevant provider (kindergarten only)

relay concerns to the Director

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**

alert Educational Administrator to needs

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 / absences to Educational Administrator

complete undergraduate evaluation form & submit to Educational Administrator

write recommendations as requested

****Interns / Practicum Students**

give specific directions to students assigned to your group

delegate roles with students as appropriate

monitor work and classroom interactions

provide constructive feedback to students as appropriate
relay concerns / absences to the Director
complete undergraduate evaluation form & submit to Director
write recommendations as requested
attend final student presentations

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

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 / absences to the Director
complete field work evaluation form & submit to Director
write recommendations as requested

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
- contribute to the professional community
- 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.