

The Children's School at Carnegie Mellon University
Job Description for the Assistant Teachers
2005-2006

**Speak and behave in a professional manner with staff, children, parents, visitors, service people, et cetera, at all times.

**Be prepared to flexibly adapt to the diverse situations that arise in early childhood education, particularly in a University lab school.

**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.

[Observed & evaluated by the Director, with input from the teachers]

Task Categories (** indicates highest priority)

****Teachers**

- serve as assistant as described above
- participate in preschool planning meetings
- provide input on student progress

****Students**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- 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
- greet children at Rainbow 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
- lead a small group or large group activity
- help with dressing, toileting, diaper changing, etc.
- attend special activities

****Program**

- set up, prepare & clean up snack in classroom
- prepare materials for activities
- set up, clean up materials before and after activities
- lead activities with individual children, small groups, and/or large groups as appropriate (i.e., student teachers typically do more than work studies)

Administrative Coordinator

- carry messages

distribute mail to student lockers

Office

backup phone/intercom answering
copy, laminate, bind, etc. for classroom projects

Parents

know and be known
make routine requests
keep records of significant parent interactions
send thank-you notes as appropriate

Committees

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

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

Research

monitor that researchers follow appropriate research procedures
relay concerns to the Director

Field Placement

no supervision responsibilities
relay concerns to the Director

Interns

no supervision responsibilities
relay concerns to the Director

Work Study

delegate preparation and cleanup if the student's supervising teacher has no needs at that time
no supervision responsibilities
relay concerns to the Assistant Director

Public Relations / Fund Raising

model school philosophy (every staff member is an advertisement)

Budget

make purchases and request orders within budget & according to procedures
submit receipts to Assistant Director for reimbursement

****Space**

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

weekly- keep school clean and organized, return borrowed materials to appropriate shelves, request supply re-order as needed

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

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, report supplies that need ordering to Asst. Director

substitute snack, shed/playground, and art closet duties on days when the designated Assistant Teacher is not available

****Professional Development**

visit other schools, attend conferences, etc. to find innovative ideas

share new ideas with staff

All permanent Children's School employees hired after 1991 must secure Act 33 and 34 clearance.