

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

Task Categories (** indicates highest priority)

****Staff**

- provide professional and personal support as needed
- update job descriptions
- hire, orient, and integrate new staff
- observe and assess staff periodically
 - give feedback to staff
 - respond to problems
- conduct yearly staff evaluations
- prepare and lead meaningful staff meetings
- coordinate professional development
- review all external communications
- serve as the liaison with the University as needed
- advocate for staff with the University as needed

Assistant Director

- serve as a resource as needed
- delegate responsibilities as needed

Administrative Coordinator

- serve as a resource as needed
- delegate typing, copying, etc. as needed

Teachers

- serve as a resource as needed
- provide assistance with student assessment as needed
- collaborate with teachers on conference presentations

Assistant Teachers

- serve as a resource as needed
- delegate classroom coverage as needed

****Program**

- 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 and assessment
meet with preschool staff to do overview planning
meet with kindergarten staff to do overview planning
meet with extended day staff to do overview planning
coordinate program evaluation (staff and parent)
collaborate with Assistant Director on accreditation/reaccreditation

Office

backup phone/intercom answering
handle calls regarding program questions, complaints, family problems, etc.

****Students**

know and be known
greet children as possible/needed
serve all children without bias or favoritism
visit classrooms frequently
lead activities in classroom as requested/needed
attend special activities
monitor children sent to office re: discipline
administer medication according to parent instruction
respond to serious problems
serve as resource for children with special needs
consult on admissions decisions for Kindergarten

****Parents**

know and be known
speak to parent group at Parent Meeting
write Director's Corner for monthly newsletter
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

Committees

serve as a resource when necessary

Special Events

help with preparations as needed
attend, mingle, facilitate appropriate activity, respond to problems, etc.

****Psychology**

serve as a liaison with Psychology re: personnel, budget, space, etc.
supervise research at the Children's School (see below)
teach part of the Developmental Core Course 85-710 annually
supervise graduate students as requested
attend graduate evaluation meetings

teach one course per semester

Child Development 85-221 - fall

lead research seminar annually 85-198

coordinate the Practicum in Child Development 85-484 each semester (see below)

advise undergraduate psychology majors

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

****Research**

formulate research policies

prepare policy & practice documents

approve & improve studies

approve & improve course uses

give introduction to school (grad students, undergrads, new researchers)

assign numbers, space, materials, subjects, etc.

coordinate studies and course uses with Administrative Coordinator

report to teachers and parents

respond to serious problems

****Interns**

write course description and advertise

schedule students

notify teachers of schedule & assignments

prepare course syllabus & expectations

orient students to school and responsibilities (using syllabus & work study handbook)

meet with interns weekly to discuss child development issues

monitor work and classroom interactions

give feedback to students

respond to problems

****Field Placement**

coordinate placement & scheduling

notify teachers of schedule & assignments

orient students to school and responsibilities (using syllabus & work study handbook)

respond to serious problems

prepare, distribute & collect evaluations from teachers

Work Study

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)

participate in Psych department (see above)

- participate in University as appropriate (e.g., Academy for Lifelong Learning, Heinz School METM program)
- connect with other schools (public, private, parochial)
- collaborate with other schools on projects (e.g., Pgh Public, Falk, etc.)
- offer seminars for local colleagues (e.g., Ellis, PUCS, etc.)
- participate in PAEYC and other local organizations
- participate in national organizations (NCCCC, NALS, SRCD, etc.)
- public relations
 - represent school at local 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

****Budget**

- monitor overall budget plan
- set budget policies
- prepare budget summaries
- check yearly statements for accuracy, completeness, etc.
- negotiate salaries, set tuition, etc.
- set fund-raising goals

Space

- allocate space within school as appropriate
- authorize large expenditures
- serve as resource to Assistant Director as needed

****Professional Development**

- visit other schools, attend conferences, etc. to find innovative ideas
- share new ideas with staff
- seek new sources of input re: child development, school leadership, business management, etc.
- coordinate the school's Early Childhood Professional Development Center
- conduct research re: early childhood development & education
- prepare presentations & papers
- coordinate email connection for NALS and PAEYC
- serve as journal editor for NALS
- participate in the Alcoa Collaborative

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