

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

Task Categories (** indicates highest priority)

****Program**

- 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
- make, order, and/or purchase developmentally appropriate classroom materials
- 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 Asst Director
 - ask Administrative Coordinator to delete that date from research availability schedule
 - collect permission slips (& money if needed)
 - arrange appropriate number of chaperones

Director / Asst Director

- offer suggestions and constructive criticism as appropriate
- work constructively with the administration to solve problems that arise
- request coverage, in advance if possible, when needed because of conferences, etc.
- submit all external communications for approval before copying and distribution

Administrative Coordinator

- delegate copying and distribution of newsletters, memos, permission slips, etc. with appropriate lead time

Office

- backup phone/intercom answering
- 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

****Teachers**

- function effectively as part of the teaching team
- support peer teachers daily
- plan collaboratively for each theme, with one teacher taking the lead for each theme
- work constructively with the teaching team to solve problems that arise

****Assistant Teachers**

- encourage assistant to follow job description without direction
- support assistant daily
- include assistant 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
 - provide constructive feedback to assistant as appropriate
 - relay concerns to Director

****Students**

- know and be known
- treat children in developmentally appropriate ways
- serve all children without bias or favoritism
- greet children at rainbow stairs or rotunda
- monitor children already greeted or waiting for dismissal
- keep attendance records
- help with dressing, toileting, diaper changing, etc.
- help distribute snack
- monitor children on playground, while taking walks, etc.
- respond to routine problems (may require lifting children)
- help children comfortably participate in research
- attend special activities
- 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
- complete incident reports as necessary
- prepare written progress reports, according to the school's framework, for bi-annual meetings with parents
- follow the behavior response policies and procedures carefully

****Parents**

- know and be known
- produce monthly newsletter for copying and distribution by administrative coordinator
- prepare memos, permission slips, etc. for copying and distribution by administrative coordinator
- meet with parents bi-annually to discuss the progress of their child, using the school's assessment framework

talk with parents about their children in an honest, sensitive, and confidential manner
respond to routine problems
notify parents of positive developments, behavior incidents, accidents, or the
emergence of special needs
lead staff-parent brown bags as appropriate
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**

plan and implement developmentally appropriate special events
submit event planning forms in a timely manner
help with preparations as needed
attend, mingle, facilitate appropriate activity, respond to problems, etc.

****Work Study**

alert Assistant Director 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 to Assistant Director
complete field work evaluation form & submit to Assistant Director
write recommendations as requested

****Field Placement**

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

****Interns**

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 to the Director

complete field work evaluation form & submit to Director
write recommendations as requested
attend final student presentations

Research

offer input on the design of studies
facilitate the conduct of studies
manage flow of the day according to 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 procedures
submit receipts to Assistant Director for reimbursement

****Space**

monitor cleaning and safety needs in classroom daily
handle or delegate light dusting, cleaning & repairs
report other needs to Assistant Director
be flexible in sharing space as appropriate
monitor condition of computers
handle or delegate light cleaning & repairs
report other needs to Administrative Coordinator
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

****Professional Development**

stay current re: learning about child development & early childhood ed
via publications, coursework, conferences 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 Early Childhood Professional Development Center

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

