CHILDREN’S CENTER JOB DESCRIPTIONS

Policy or Procedure Description:
CC.021 provides job descriptions for the personnel positions at the John Jay College Children’s Center.

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GENERAL PERSONAL QUALITIES FOR ALL POSITIONS

Because of the needs of children and the sensitive nature of the job entrusted to them, all staff members should have the following personal qualities:

- They should be spontaneous and friendly with children and parents.
- They should be comfortable with and available to children throughout the school.
- They should be able to maintain confidentiality and respect privacy in relation to all school responsibilities.
DIRECTOR

The director provides overall organization for the Center and its activities. He or she:

A. Serves as a professional role model for the staff and as an educational and family life consultant to the parents.

B. Is responsible for planning and evaluation.
   1. Organizes the yearly calendar.
   2. Makes long range plans for program and expansion.
   3. Writes a year-end report.
   4. Works with the staff to develop a clear, appropriate Center philosophy.
   5. Works with the staff, parents, and Board of Directors to provide regular evaluation of the Center and its program.

C. Supervises all staff.
   1. Recruits, interviews, and recommends for hiring new staff.
   2. Meets with individual staff and teaching teams on a regular basis.
   3. Provides a program to orient new staff.
   4. Develops and implements a program for staff development.

D. Oversees the development and implementation of an appropriate curriculum and insures that appropriate developmental principles undergird all aspects of the program.
   1. Meets with the teaching staff regularly to oversee the development of classroom planning.
   2. Conducts staff training sessions around the issues of child development and psychology which underlie appropriate early childhood program philosophies.
   3. Arranges other staff development opportunities.

E. Sets up, supervises and maintains the administration of the Center.
   1. Oversees inventory and supervises purchasing of food, supplies, and equipment.
   2. Organizes and administers a fair and orderly process for admission of children to the Center.
   3. Develops appropriate forms to facilitate administrative functions and flyers to communicate important aspects of the program to interested persons.
   4. Oversees the budget. He coordinates the gathering of income from all appropriate sources and develops an annual budget for presentation to the Dean of Students.
   5. Coordinates payment of all bills with the Students Activities Business Office.
   6. Organizes staff attendance records and coordinates payroll with the business office.
7. Coordinates purchasing, maintenance, financial matters, printing, etc. with appropriate departments within the College and arranges for outside contractors when necessary and appropriate.

8. Maintains the licenses of the Center with the Bureau of Day Care, New York City Department of Health, and coordinates compliance with all rules and regulations.

F. Conducts a program of parent education and encourages parent participation in the life of the Center.
   1. Plans and leads regular parent meetings.
   2. Provides meetings and materials to the parents to foster education and appropriate child rearing practice.
   3. Works with parents to sponsor fund raising activities to benefit the Center.

G. Represents the Center and interprets its activities and program within the college and university community, in the immediate neighborhood, as well as in the city.
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ADMINISTRATIVE ASSISTANT (formerly the School Assistant)
Maintains the office and foyer; oversees the kitchen and shopping; assists in the
education of the children and as classroom helper when necessary.

Duties:

a. Typing and data input.
b. Filing.
c. Answering phone/giving information/taking messages.
d. Greeting people; overseeing entrance of the Center.
e. Receiving and maintaining applications; overseeing the waiting list.
f. Conducting correspondence.
g. Gathering information.
h. Dispensing cash receipts. Typing and tracking check requests.
i. Maintaining children's files.
j. Overseeing medical tickler file.
k. Organizing and updating school records.
l. Cataloguing school library.
m. Supervising food program; liaison to USDA vendor.
n. Overseeing shopping for supplies and supplementary food. Typing
   and tracking purchasing requisitions.
o. Assisting in classrooms and supervising children in special cases and
   emergencies.
p. Working with the director to facilitate all administrative needs of the
   Center.
GROUP TEACHER (Two, Three, and Four Year Olds)

The Group Teacher works with the assistant teacher to program the life of the classroom and to oversee all aspects of curriculum, atmosphere and relationships. This is accomplished through, among other things, the following:

A. Setting up a daily schedule and establishing clear and efficient routines.

B. Arranging the room into learning centers covering such program areas as:
   1. Dramatic play.
   2. Block area.
   3. Arts.
   4. Language development.
   5. Math development.
   6. Large muscle play.

C. Providing an inter aged, individualized program.

D. Providing for the safety and comfort of the children.

E. Welcoming the parents and regularly sharing information with them concerning the program and their children.

F. Sharing the program with the parents and children so that they always feel that this is a special place for them.

The teacher functions in many roles. She or he:

A. Provides the discipline, loving care, and stimulation that each child needs without attempting to supplant the parent in the child's life.

B. Functions as a friend to the children, the parents, and the other staff.

C. Respects confidentiality at all times.

D. Maintains the classroom and oversees its cleanliness, order and safety.

E. Oversees the health of the children and works with the director and the parents to provide for the maximum health and safety of all children.

F. Keeps all necessary school records.

G. Provides a sympathetic ear for parents in need and provides referrals to the director and other professionals when necessary.

H. Provides a literary atmosphere in the classroom, supplies ample books, and maintains school owned books.

I. Strives to foster cooperative behavior among the children.

J. Provides for children's ample physical needs by providing ample opportunities for outdoor play, exercise, dance, and movement.

K. Provides for regular music, singing, and rhythmic activities.
INFANT TODDLER TEACHER

The Infant Toddler Teacher works with the assistant infant toddler teacher to plan and implement a developmental curriculum, to produce and use teacher made materials, to provide a stimulating, enriched environment, to encourage each child to develop naturally, and to provide a caring, supportive "homelike" atmosphere for the children in the infant toddler group.

Duties include overseeing the following:

1. Curriculum goals, plans, and implementation.
2. Provision for the needs of each child through:
   a. Instruction.
   b. Encouragement.
   c. Support and guidance (discipline).
   d. Affection.
3. Observation and notation of activities and behaviors.
4. Nurturing tasks:
   a. Toileting/diapering.
   b. Hand washing.
   c. Feeding.
5. Promoting optimum health practices:
   a. Food preparation and feeding; nutrition education for parents and staff.
   b. Sanitary diapering practice.
   c. Maintaining room surfaces.
   d. Maintaining toys and equipment.
   e. Consultation with parents concerning illness and health practice.
6. School records:
   a. Attendance.
   b. Illness and accident reports.
   c. Individual child reports.
7. Relations with parents:
   a. Parent/teacher conferences.
   b. Parent workshops.
   c. Balance of personal caring and non-obtrusive interest with a professional posture.
   d. Informal sharing of observations and advice.
8. Intake interviews:
   a. Collect developmental and family information.
   b. Provide an overview of program and practices.
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9. Professional development:
   a. Attend workshops and conferences.
   b. Read professional literature.
   c. Participate in and support staff development activities.

10. Supervising general classroom maintenance and upkeep; coordinating unmet needs with director.

11. Supervising all classroom staff and volunteers.
ASSISTANT TEACHER (Two, Three, and Four Year Olds)

A. The assistant teacher assists the lead teacher in:
   1. Planning and executing curriculum
   2. Maintaining the classroom
   3. Providing structure and discipline
   4. Communicating with the parents

B. Providing for curriculum planning, materials, inspiration and structure include, among other things:
   1. Arts and crafts
   2. Songs, movement and music
   3. Games
   4. Books, stories and dictation
   5. Exercise and physical development
   6. Number experiences
   7. Dramatic play

C. Providing for discipline and emotional needs of the children includes:
   1. Greeting children
   2. Providing for self expression
   3. Guiding children into cooperative behavior
   4. Comforting children when necessary
   5. Continual supervision of classroom

D. Organizing duties include:
   1. Setting up the classroom
   2. Serving lunch and snack
   3. Cleaning up after activities
   4. Arranging for field trips

E. Parent communication and support includes:
   1. Participating in individual conferences and group meetings
   2. Providing personal support when parents need it
   3. Providing information, advice and understanding to parents concerning their children
   4. Being friendly and welcoming to parents

F. Important staff duties include:
   1. Helping and supporting other staff
   2. Following administrative rules and regulations
   3. Sharing in the "housework" necessary to maintain the Center
ASSISTANT INFANT TODDLER TEACHER

The assistant teacher assists the lead teacher in order to make the room a loving, caring, learning environment that is safe and secure. This is accomplished in part by the following:

A. Planning curricula, activities and schedules
B. Planning strategies for working with individual children
C. Providing a healthy environment by
   a. Maintaining the diapering area
   b. Washing hands after all diapering, toileting, or handling of mucous, vomit and other bodily secretions
   c. Washing daily all finger toys and any surfaces which might be mouthed
   d. Serving all food according to hygienic procedures
   e. Insuring the presence of clean, sterile bottles for all necessary feedings
   f. Following all procedures established by the Board of Health for infant toddler child care programs

D. Working with parents
   a. By communicating important information on a daily basis
   b. By serving as a resource for parenting advice and information
   c. By providing referral to the director, College counselors, or other professionals when necessary

In addition, the assistant teacher should have the following personal qualities:

1. Be spontaneous and friendly with children and parents
2. Be physically comfortable with and available to the children throughout the school
3. Be able to maintain confidentiality in all school matters
**CLASSROOM AIDE (all groups)**

The classroom aide helps the lead and assistant teachers in all aspects of the classroom life and assists the administrative assistant and director when not needed in the classroom. He or she:

- a. Plans and conducts activities as requested; gently guides the children during their activities and routines.
- b. Assists in maintaining the cleanliness and safety of the classroom and tending to equipment and materials.

More specifically, he or she:

- a. Works with the children as a friend, comforter, listener, and adult playmate.
- b. Works with parents as friendly helper and refers all questions to full-time teachers.
- c. Shares pertinent information with the parents, director, and the other teachers.
- d. Participates in workshops and staff development activities and shares relevant information with other staff.
- e. Conducts age appropriate developmental and educational activities for the children as requested.
- f. Observes and records children's behavior as requested.
- g. Assists with lunch and snack preparation, presentation, and clean up.
- h. Greets children and parents on entry; helps with farewells and leave takings.
- i. Cleans up spills, puts away toys and equipment, washes dishes, maintains art supplies, and participates in all maintenance and chores necessary.
- j. Assists in diapering, toileting, dressing and the like.
- k. Provides an atmosphere of structured, yet non punitive discipline for the children; teaches tolerance and respect.
- l. Works as a partner with the other teachers to insure a smooth functioning of the program.
- m. Acts as temporary assistant teacher during absences of the lead and/or assistant teachers.
PSYCHOLOGICAL CONSULTANT

It is the job of the Consultant to serve as adviser to the Children's Center on questions of child development, family process, group dynamics, and therapeutic intervention. Duties are essentially four-fold:

1. Regular meetings with each teaching team to discuss questions and problems about the class, the team, or individual children or parents.

2. Parent workshops to address issues of general interest about child rearing, human development and education.

3. Workshops with the Center's staff to work on program issues, particularly dealing with human development and family life, and to train staff in working with specific issues arising with children, parents, and classroom interaction.

4. Consultations as requested with individual parents, the director, individual teachers, or teaching teams to address specific issues and problems as they arise; follow-up to these meetings often requires observations, evaluations, further meetings, and referral to College resources or outside services.

In addition, the Consultant writes materials for the parents, keeps records and reports on consultant activities, and is an occasional resource to the College community on issues of parenting, e.g. special projects with the Women’s Center.

Note: Other consultants may be hired with specific job descriptions as the need arise and the budget permits.