

# SECTION IV

## JOB DESCRIPTIONS AND RESPONSIBILITIES

### Staff

#### A. PERSONAL QUALITIES

1. *Friendliness* - Maintains a positive attitude towards others; alert to the moods and needs of others.
2. *Honesty* - Truthful about hours, sick and personal leave, and other matters. Accepts responsibility for own errors. Respects the property of others.
3. *Integrity* - Maintains wholesome interpersonal relationships free of gossip about other staff or about parents.
4. *Punctuality* - Keeps to agreed schedule, arriving promptly and honoring time limits of relief periods.
5. *Dependability* - Performs responsibilities as promised. Uses work hours for Schoolwork. Self-motivated. Doesn't abuse privileges.
6. *Positive Attitude* - Refrains from complaining openly. Discusses concerns privately with a Director.
7. *Appearance* - Neat, well groomed, appropriately dressed, poised, and well mannered. Adheres to guidelines of the staff handbook.
8. *Patience* - Exhibits self-control in dealing with others, avoids uncontrolled or abusive tone of voice.
9. *Enthusiastic* - Projects an evident interest in the job.

#### B. RELATIONSHIPS WITH CHILDREN

1. *Individualization* - Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting, hug, or pat upon arrival.
2. *Knowledge* - Plans a variety of activities developmentally appropriate to each age and accomplishment level, thereby fostering exploration, investigation, and creativity.
3. *Resourcefulness* - Demonstrates creativity in designing programs and in use of materials.
4. *Flexibility* - Able to work with individuals and groups of children equally well.
5. *Professional Manner* - Uses appropriate language and relates behavior to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
6. *Discipline* - Provides guidance in a positive manner; uses non-punitive methods.
7. *Responsibility* - Monitors and assesses each child's growth, development, and performance; notes changes; maintains appropriate records and provides reports.
8. *Tolerance* - Treats all children equally, with respect, dignity, and empathy. Avoids prejudicial attitudes.
9. *Good Example* - Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.

### **C. PROFESSIONALISM**

1. *Personal Growth* - Committed to the idea of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
2. *Loyalty* - Supports the goals, objectives and philosophy of the School. Adheres to policies and procedures.
3. *Integrity* - Respects confidentiality of information.
4. *Cooperation* - Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, supervisors, and assistants. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
5. *Friendliness* - Maintains a friendly but professional relationship with parents and co-workers.
6. *Tolerance* - Treats all parents equally and without favoritism, accepting all at their individual levels.
7. Respects others' rights to their individual ideas and points of view.
8. *Receptive* - Willing to accept and accommodate new ideas.

### **D. OVERALL CONCERN AND AWARENESS**

1. *Safety and Health* - Gives primary consideration to the health and safety of the children at all times.
2. *Organization* - Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
3. Respects the use and care of materials and equipment, avoiding waste.