



# Position Responsibilities

## Administration

### Board President

The Board President's primary role is to work with the Administration to ensure that all decisions are in the best interest of the financial and overall health of the school.

#### *Primary Responsibilities*

- Extends offers to potential staff.
- Makes the final decisions when there is a difference of opinion, keeping in mind the overall success of the school.
- Issues and explains payroll and benefits to staff.
- Reviews and consults on all financial documents and findings to ensure the overall success of the school.
- Submit recommendations for required improvements and provide cost of acquisition and installation along with justification for expenditure.

#### *Philosophy and Curriculum*

- Remains familiar with the school's mission, philosophy and curriculum.

#### *Physical Environment*

- Ensures the overall physical environment is to the school's standard when present.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Exhibit mutually respect with children.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.

#### *Attendance*

- Attend relevant administrative meetings.
- Make an effort to attend staff social events.

#### *Professionalism*

- Display a positive attitude daily.
- Compliment integrity of LL.
- Display good judgment.
- Act as role model to others.

#### *Additional Character Traits*

- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.

## **Director**

The Director's primary role is to provide leadership and guidance to the administration and staff according to the school's mission, philosophy and standards as well as DFPS Minimum Standards.

### *Primary Responsibilities*

- Extends offers to candidates for hire.
- Maintains staff paperwork.
- Conducts weekly Staff Meetings and sends a Wrap Up.
- Collaborate with the Board President to make final decisions, i.e. hiring, firing, financial. May assume these responsibilities in President's absence.
- Provides yearly Performance Reviews to the staff.
- Provide guidance to the Assistant Director to ensure adherence to DFPS Minimum Standards.
- Provide guidance to the Assistant Director on communication to families.
- Implements Performance Improvement Plans when necessary.
- Provides staff members with hours, expectations, etc.
- Makes final staffing decisions, ie: hiring, transitioning, firing.
- Provides input on the coordination of Special Events for the children, the families and the staff.
- Submit recommendations for required improvements and provide cost of acquisition and installation along with justification for expenditure.

### *Philosophy and Curriculum*

- Provide input and guidance to the Curriculum Director to communicate trainings, need for training, adherence to the curriculum and philosophy.

### *Physical Environment*

- Provide input and guidance to the Facilities Director to ensure school interior and exterior spaces are maintained according to school standards and DFPS Minimum Standards.

### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutual respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.

- Mindful of individual time during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Curriculum Director**

The Curriculum Director's role is to provide input and guidance to the maintenance and improvement of the curriculum while adhering to the school's mission and philosophy.

#### *Philosophy and Curriculum*

- Outlines the mission, philosophy and curriculum in Staff Handbook and Family Handbook.
- Ensures overall adherence to the mission, philosophy and curriculum of the school through trainings, Curriculum Conversation Meetings and outlining expectations for contractors.
- Serves as initial point of contact for teacher's questions or concerns regarding the school's mission, philosophy and curriculum.

#### *Physical Environment*

- Provide input to the Facilities Director to ensure school interior and exterior spaces are maintained according to school standards and DFPS Minimum Standards.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Provide input to Director and Board President to develop a staff training outline and budget to ensure entire staff meets training requirements set by the school.
- Provide input to the Director regarding current staff performance as well as staff hiring, transitions and firing.
- Works with the Assistant Director to ensure the school's mission, philosophy and curriculum can be communicated to current and potential families.
- Works with the Facilities Director to ensure all interior and exterior spaces are aligned with the school's mission, philosophy, curriculum and standards.
- Receives requests for materials and supplies from the administration and staff and consults the finances to make decisions in the best interest of the school's financial help.
- Provides input to the Director and Assistant Director on yearly Performance Reviews, as it relates to the mission, philosophy and curriculum of the school.
- Works with the Administration to coordinate Special Events for the children, the families and the staff.
- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.

- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Assistant Director**

The Assistant Director's role is to act as a liaison to the staff and provide guidance as it relates to the school's mission, philosophy and curriculum. Communicate with current and potential families while providing the necessary insight to the school's mission, philosophy and standards as well as school news and information.

#### *Primary Responsibilities*

- Maintains student records.
- Assist the Director with communication to staff.
- Assist with yearly Performance Reviews to the staff.
- Assist with implementing Performance Improvement Plans when necessary.
- Work with the Director on ensuring adherence to DFPS Minimum Standards.
- Records extra fees families may incur and communicates this with the Financial Coordinator.
- Records any changes in method of families' methods of payments.
- Submit recommendations for required improvements and provide cost of acquisition and installation along with justification for expenditure.

#### *Philosophy and Curriculum*

- Work with Curriculum Director to communicate trainings, need for training, adherence to the curriculum and philosophy.

#### *Physical Environment*

- Work with Facilities Director to ensure school interior and exterior spaces are maintained according to school standards and DFPS Minimum Standards.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Coordinates and schedules Special Events for the children, the families and the staff.
- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Provide input to and support management decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.

- Use a pleasant tone and mild manner.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

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- Maintain attendance in good standing.
- Remain accountable in making up time missed.
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- Make an effort to attend staff social events.

#### *Professional Development*

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#### *Additional Character Traits*

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- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Facilities Director**

The Facilities Director's primary role is to maintain the grounds, building and infrastructure to comply with the safety standards set by Lupine Lane and all governing departments and ensure Lupine Lanes overall appearance is best in class.

#### *Primary Responsibilities*

- Coordinate and conduct facility inspections with all governing departments.
- Maintain a safe and clean environment.
- Comply with all maintenance requests.
- Schedule maintenance with outside vendors.
- Develop and maintain a schedule to inspect the facility and perform routine maintenance to ensure best in class appearance is maintained.
- Submit recommendations for required improvements and provide cost of acquisition and installation along with justification for expenditure.

#### *Philosophy and Curriculum*

- Maintain and improve the facilities in line with the philosophy and curriculum of the school

#### *Physical Environment*

- Ensure school interior and exterior spaces are maintained according to school standards and DFPS Minimum Standards.
- Maintain all physical spaces of the school.
- Able to lift 100 pounds.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Develop and enforce safety goals.
- Develop plans with Administration for improvements to facilities.
- Works with the Administration to coordinate Special Events for the children, the families and the staff.
- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
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- Use appropriate words and body language.

- Dress appropriately.
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- Act as role model to others.
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#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
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- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **School Cook**

The School Cook's primary role is to purchase and prepare all food at the school according to the Department of Health Standards.

#### *Primary Responsibilities*

- Assist the Facility Director with inspections with all governing departments.
- Submit recommendations for required improvements and provide cost of acquisition and installation along with justification for expenditure.

#### *Philosophy and Curriculum*

- Maintain and improve the facilities in line with the philosophy and curriculum of the school

#### *Physical Environment*

- Ensure school interior and exterior spaces are maintained according to school standards and DFPS Minimum Standards.
- Maintain all physical spaces of the school.
- Able to lift 100 pounds.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Develop safety goals with Administration.
- Develop plans with Administration for improvements to facilities.
- Works with the Administration to coordinate Special Events for the children, the families and the staff.
- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

#### *Interactions with Families*



- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

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#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Extracurricular Coordinator**

The Extracurricular Coordinator's primary role is to coordinate extracurricular activities such as after school classes and camps.

#### *Primary Responsibilities*

- Refine Weekly Intentions or other plans according to the school's mission, philosophy and curriculum.
- Arrange supplies for children and staff.
- Teach camp/class as needed.
- Make recommendations to Administration on staffing, based on attendance.

#### *Philosophy and Curriculum*

- Use the school's philosophy and curriculum to refine developed plans and implement new ones.

#### *Physical Environment*

- Work with Facilities Director to ensure school interior and exterior spaces are available as needed by extracurricular activities.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Make staffing recommendations to the Administration according to enrollment.
- Make organizational recommendations to the Administration according to the goals of the programs.
- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.

- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Financial Coordinator**

The Financial Coordinator's primary role is to maintain the overall financial health of the school.

### *Primary Responsibilities*

- Process manual charges.
- Setup recurring payments.
- Communicate with Assistant Director to receive any updates for charges.
- Alert Assistant Director of families whose payment did not go thorough.
- Consult with the Board President on a regular basis to review financial documents to inform spending.
- Manage bank accounts.
- Pay bills.
- Access all accounts on a regular basis to ensure they are secure and the charges are correct.
- Purchase school materials and supplies.
- Arrange approved trainings for staff.
- Be able to make financial predictions based on profit and loss statements.

### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

### *Interactions with Administration and Coworkers*

- Develop safety goals with Administration.
- Develop plans with Administration for improvements to facilities.
- Works with the Administration to coordinate Special Events for the children, the families and the staff.
- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

### *Attendance*

- Arrive on time and ready.

- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

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- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Founders**

The Founders' primary role is to work with the administration to ensure that the school's mission, philosophy and standards are consistent with the established foundation of the school and to take the school in a forward direction.

#### *Primary Responsibilities*

- Communicate with the Administration about prior processes and situations/outcomes to provide further background context when making decisions.
- Consider and investigate different ways in which the school can grow.

#### *Philosophy and Curriculum*

- Remain close and connected to the school's mission, philosophy, curriculum and standards.

#### *Physical Environment*

- Ensure school interior and exterior spaces are maintained according to school standards and DFPS Minimum Standards.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Develop plans with Administration for improvements to facilities.
- Works with the Administration to coordinate Special Events for the children, the families and the staff.
- Demonstrate independence and self-reliance.

- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.

Work as team with families to promote the child's best interests

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in ability to perform outlined responsibilities.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Faculty**

### **Lead Teacher**

The Lead Teacher's primary responsibilities are to plan and lead their class according to the school's philosophy, curriculum and standards.

#### *Philosophy and Curriculum*

- Develop Topic Studies, Weekly Intentions and manifestations that embody LL's philosophy and curriculum.
- Complete, post and email Weekly Intentions completed by Monday morning.
- Ensure classroom materials, supplies and teaching are developmentally appropriate.
- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.

- Use technology in an intentional and pedagogical context.

#### *Physical Environment*

- Create and maintain a welcoming and stimulating classroom.
- Arrange classroom to allow for proper supervision and engagement.
- Maintain classroom organization and cleanliness daily.
- Be resourceful and respectful with school materials and supplies.
- Uphold School Job duties.
- Maintain common area organization.
- Ensure classroom reflects evidence of learning.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.
- Use no more than 2 copied sheets per child per week.
- Focus on any screen (computer, iPad) should be no more than 2 minutes when children are present, even if another teacher or caregiver is present.
- Complete administrative work when children are not present.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready to teach.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.

- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Assistant Teacher**

The Assistant Teacher's primary responsibilities are to assist the Lead Teacher in implementing the philosophy and curriculum with the class..

#### *Philosophy and Curriculum*

- Utilize the Lead Teacher's Topic Studies and Weekly Intentions to assist Lead Teacher in preparation.
- Be familiar with the trajectory the Lead Teacher establishes.
- Ensure classroom materials, supplies and teaching are developmentally appropriate.
- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.
- Use technology in an intentional and pedagogical context.

#### *Physical Environment*

- Assist the lead teacher in creating and maintaining a welcoming and stimulating classroom.
- Ensure that the classroom allows for proper supervision and engagement.
- Maintain classroom organization and cleanliness daily.
- Be resourceful and respectful with school materials and supplies.
- Uphold School Job duties.
- Maintain common area organization.
- Ensure classroom reflects evidence of learning.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
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- Complete administrative work when children are not present.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

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- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show willingness to learn and grow in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Literacy Coach**

The Literacy Coach's primary responsibilities are to implement Lupine Lane's literacy materials and supplies in multiple classrooms. They are to spend time conducting small group lessons in outlined classrooms.

#### *Philosophy and Curriculum*

- Develop literacy lessons that embody LL's philosophy and curriculum.
- Complete, post and email Weekly Intentions completed by Monday morning.
- Ensure classroom materials, supplies and teaching are developmentally appropriate.



- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.
- Use technology in an intentional and pedagogical context.

#### *Physical Environment*

- Create and maintain a welcoming and stimulating environment while teaching.
- Arrange space to allow for proper supervision and engagement.
- Maintain organization and cleanliness.
- Be resourceful and respectful with school materials and supplies.
- Maintain common area organization.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.
- Use no more than 2 copied sheets per child per week.
- Focus on any screen (computer, iPad) should be no more than 2 minutes when children are present, even if another teacher or caregiver is present.
- Complete administrative work when children are not present.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready to teach.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.

- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.

Demonstrate enthusiasm, dedication and joy for profession.

## **Math Coach**

The Math Coach's primary responsibilities are to implement Lupine Lane's mathematics materials and supplies in multiple classrooms. They are to spend time conducting small group lessons in outlined classrooms.

#### *Philosophy and Curriculum*

- Develop math lessons that embody LL's philosophy and curriculum.
- Complete, post and email Weekly Intentions completed by Monday morning.
- Ensure classroom materials, supplies and teaching are developmentally appropriate.
- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.
- Use technology in an intentional and pedagogical context.

#### *Physical Environment*

- Create and maintain a welcoming and stimulating environment while teaching.
- Arrange space to allow for proper supervision and engagement.
- Maintain organization and cleanliness.
- Be resourceful and respectful with school materials and supplies.
- Maintain common area organization.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.

- Use a pleasant tone and mild manner.
- Use no more than 2 copied sheets per child per week.
- Focus on any screen (computer, iPad) should be no more than 2 minutes when children are present, even if another teacher or caregiver is present.
- Complete administrative work when children are not present.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready to teach.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.
- Demonstrate enthusiasm, dedication and joy for profession.

## **Language Teacher**

The Language Teacher's primary responsibilities are to prepare and execute language lessons in each class at the school

#### *Philosophy and Curriculum*

- Develop language lessons that embody LL's philosophy and curriculum.
- Ensure classroom materials, supplies and teaching are developmentally appropriate.
- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.
- Use technology in an intentional and pedagogical context.

#### *Physical Environment*

- Create and maintain a welcoming and stimulating environment while teaching.
- Arrange space to allow for proper supervision and engagement.
- Maintain organization and cleanliness.
- Be resourceful and respectful with school materials and supplies.
- Maintain common area organization.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.
- Use no more than 2 copied sheets per child per week.
- Focus on any screen (computer, iPad) should be no more than 2 minutes when children are present, even if another teacher or caregiver is present.
- Complete administrative work when children are not present.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready to teach.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.

- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

#### *Additional Character Traits*

- Show confidence in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.

Demonstrate enthusiasm, dedication and joy for profession.

## **After Care Teacher**

The After Care Teacher's primary responsibilities are to engage with and care for children in before and after care.

#### *Philosophy and Curriculum*

- Implement activities during before and/or after care that embody LL's philosophy and curriculum.
- Ensure materials, supplies and interactions are developmentally appropriate.
- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.
- Use technology in an intentional and pedagogical context.

#### *Physical Environment*

- Create and maintain a welcoming and stimulating environment while teaching.
- Arrange space to allow for proper supervision and engagement.
- Maintain organization and cleanliness.
- Be resourceful and respectful with school materials and supplies.
- Maintain common area organization.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.
- Use no more than 2 copied sheets per child per week.
- Focus on any screen (computer, iPad) should be no more than 2 minutes when children are present, even if another teacher or caregiver is present.
- Complete administrative work when children are not present.

### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

### *Attendance*

- Arrive on time and ready to teach.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.
- Act as role model to others.
- Remain dedicated to working productively during work hours.

### *Additional Character Traits*

- Show confidence in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.

## **Camp Guide**

The Camp Guide's primary responsibilities are to implement Lupine Lane's mathematics materials and supplies in multiple classrooms. They are to spend time conducting small group lessons in outlined classrooms.

### *Philosophy and Curriculum*

- Develop Topic Studies, Weekly Intentions and manifestations that embody LL's philosophy and curriculum.
- Complete, post and email Weekly Intentions completed by Monday morning.
- Ensure classroom materials, supplies and teaching are developmentally appropriate.
- Challenge children with stimulating interactions and materials.
- Deliver information in accessible and engaging manner.
- Use technology in an intentional and pedagogical context.

### *Physical Environment*

- Create and maintain a welcoming and stimulating classroom.
- Arrange classroom to allow for proper supervision and engagement.
- Maintain classroom organization and cleanliness daily.

- Be resourceful and respectful with school materials and supplies.
- Uphold School Job duties.
- Maintain common area organization.
- Ensure classroom reflects evidence of learning.

#### *Teamwork*

- Show motivation and support to other team members.
- Exhibit a high energy level, enthusiasm and cooperative spirit.
- Attend and make relevant contributions during meetings, trainings and events.
- Actively participate in discussions within a group setting.

#### *Interactions with Administration and Coworkers*

- Demonstrate independence and self-reliance.
- Problem-solve issues before seeking guidance.
- Support administrative decisions.
- Demonstrate mutual respect with all staff.

#### *Interactions with Children*

- Able to lift 35 pounds.
- Exhibit mutually respect with children.
- Use developmentally appropriate interactions with children.
- Welcome each child upon arrival.
- Adhere to positive discipline policy.
- Use a pleasant tone and mild manner.
- Use no more than 2 copied sheets per child per week.
- Focus on any screen (computer, iPad) should be no more than 2 minutes when children are present, even if another teacher or caregiver is present.
- Complete administrative work when children are not present.

#### *Interactions with Families*

- Warmly greet families.
- Respect confidentiality.
- Mindful of individual time at during pick up and drop off.
- Use positive and appropriate words and body language.
- Work as team with families to promote the child's best interests.

#### *Attendance*

- Arrive on time and ready to teach.
- Maintain attendance in good standing.
- Remain accountable in making up time missed.
- Be honest about time of arrival and departure.
- Attend required staff meetings and events outside of school hours.
- Make an effort to attend staff social events.

#### *Professional Development*

- Make efforts to grow professionally.
- Meet required hours of training for year.

#### *Professionalism*

- Display a positive attitude daily.
- Avoid gossip or other negative behaviors.
- Compliment integrity of LL.
- Use appropriate words and body language.
- Dress appropriately.
- Display good judgment.

- Act as role model to others.
- Remain dedicated to working productively during work hours.

*Additional Character Traits*

- Show confidence in teaching ability.
- Exhibit an overall positive, productive attitude while interacting with children, families, coworkers, and administration.
- Show evidence of intrinsic motivation and self-reliance.
- Separate personal and professional life.