

DIOCESE OF ARLINGTON
ASSISTANT PRINCIPAL/PROGRAM DIRECTOR/AUXILIARY SERVICES
PERSONNEL
STANDARDS and INDICATORS

I. CHRISTIAN/PROFESSIONAL FORMATION STANDARDS

1. Witnesses to the philosophy of Catholic education established by the Diocese of Arlington and the local school
Indicators are:
 - ◆ Works to accomplish the school's philosophy and mission
 - ◆ Recognizes each child as God's creation (Catechism of the Catholic Church #355)
 - ◆ Witnesses to Christian commitment through personal example

2. Contributes to fostering a faith community within the school and parish
Indicators are:
 - ◆ Supports the school effort to form a strong faith community
 - ◆ Stresses reverence in daily prayer and in religious celebrations
 - ◆ Seeks to integrate the person of Christ into the life of the school community

3. Fulfills requirements for obtaining and maintaining professional credentials:
Indicators are:
 - ◆ Diocesan Requirements
 - ◆ VCEA Requirements
 - ◆ State Requirements

4. Keeps abreast of current trends pertaining to position and maintains related training requirements
Indicators are:
 - ◆ Engages in professional reading, workshops, conferences and organizations supportive of responsibilities
 - ◆ Applies knowledge gained from additional education activities

II. PROFESSIONAL SKILLS STANDARDS

1. Understands requirements of position and demonstrates leadership through self-initiated plans and goals
Indicators are:
 - ◆ Exhibits leadership, decisiveness, personal motivation, knowledge of position and effective use of time
 - ◆ Demonstrates advanced preparation and organization
 - ◆ Demonstrates by action and job performance the ability to understand and provide leadership in working in new and changing environments, programs and procedures
 - ◆ Assists in obtaining the necessary resources to do job efficiently

2. Evaluates and seeks to improve program goals

Indicators are:

- ◆ Develops plan of action to meet goals and assesses program regularly
- ◆ Plans to implement improvements as resources allow

3. Follows a systematic process in making decisions in consultation with administration

Indicators are:

- ◆ Assesses situation promptly
- ◆ Follows Diocesan and local policies and procedures
- ◆ Provides necessary information when proposing new initiatives

4. Maintains complete, accurate and current files

Indicators are:

- ◆ Assures confidentiality is maintained
- ◆ Creates and maintains Confidential files, when appropriate
- ◆ Documents required information in a timely fashion
- ◆ Verifies and stores and/or archives material in a systematic manner
- ◆ Demonstrates ability to locate necessary information promptly

5. Ensures that program materials and information are current and comprehensive

Indicators are:

- ◆ Selects appropriate materials to achieve specific objectives
- ◆ Incorporates technology effectively/appropriately
- ◆ Updates materials on a regular basis, as resources allow

6. Shows adeptness in the management of program's financial transactions

Indicators are:

- ◆ Demonstrates knowledge of budget constraints and adheres to current budget
- ◆ Keeps accurate records of all financial transactions
- ◆ Follows required accounting procedures

III. MANAGEMENT STYLE STANDARDS

1. Supervises operation of the plant in accordance with federal and state licensing/law, fire regulations and local building codes

Indicators are:

- ◆ Inspects facility on a regular basis
- ◆ Follows procedures to ensure necessary repairs are made promptly
- ◆ Maintains current licenses and meets all safety codes
- ◆ Maintains required logs

2. Assumes responsibility for assigned duties

Indicators are:

- ◆ Insures safety of children at all times
- ◆ Keeps work area safe
- ◆ Maintains equipment in good working condition
- ◆ Organizes materials
- ◆ Maintains an attractive environment

3. Displays promptness and accuracy in assigned responsibilities

Indicators are:

- ◆ Maintains appropriate level of concern
- ◆ Provides accurate and prompt written information/communication and reports
- ◆ Fulfills supervisory tasks with proficiency
- ◆ Fulfills time obligations of contractual day
- ◆ Responds to concerns promptly and professionally

4. Communicates effectively in speech and writing

Indicators are:

- ◆ With parents
- ◆ With students
- ◆ With colleagues
- ◆ Exhibits control and calmness
- ◆ Utilizes constructive feedback

IV. INTERPERSONAL RELATIONSHIP STANDARDS

1. Willingly complies with policies and guidelines of the Diocese, the Office of Catholic Schools and local school

Indicators are:

- ◆ Follows adopted policies, regulations, and guidelines
- ◆ Adheres to established school procedures
- ◆ Provides an atmosphere conducive to the learning environment
- ◆ Exhibits confidentiality in school situations
- ◆ Establishes rapport that demonstrates care, acceptance, and respect for the individual

2. Cooperates with administration

Indicators are:

- ◆ Participates actively in required activities
- ◆ Participates in the development and review of school policies and guidelines
- ◆ Observes school policies and legal regulations
- ◆ Cooperates with administrative requests
- ◆ Informs administration of decisions, changes or other relevant information on a timely basis

3. Interacts with parents in a manner that is professional and reflective of Catholic values

Indicators are:

- ◆ Provides positive constructive feedback
- ◆ Employs effective, consistent Christ-centered techniques with the child's self-worth and self-discipline as the goal
- ◆ Establishes friendly and respectful relations
- ◆ Conducts him/herself graciously
- ◆ Exhibits a positive attitude and enthusiasm
- ◆ Shows tact, concern, and sense of humor
- ◆ Possesses a firm, sympathetic, and consistent approach

- ◆ Reveals an understanding of and consideration for the individual interests, needs, and differences of people with sensitivity to individuals who are of another race, culture, religion, or sex or have disabilities
4. Interacts with other members of the school and civic communities in a way that is professional and reflective of Catholic values
Indicators are:
- ◆ Collaborates with staff members in coordinating objectives for the total school program
 - ◆ Projects a friendly, cooperative attitude toward all staff members with a willingness to share
 - ◆ Demonstrates sensitivity to individuals who are of another race, culture, religion, or sex or have disabilities
 - ◆ Demonstrates support of colleagues' work through praise, interest, involvement
 - ◆ Contributes to overall harmony of the school climate
 - ◆ Puts problems in perspective
 - ◆ Fosters an open atmosphere in which others feel free to express themselves
 - ◆ Listens and responds to the concerns of others
 - ◆ Responds positively to challenges

V. PERSONNEL SELECTION, DEVELOPMENT & MANAGEMENT STANDARDS

1. Interviews, hires and manages a qualified and effective staff
Indicators are:
- ◆ Interviews, inspects documentation and checks references of prospective employees
 - ◆ Maintains files on each employee
 - ◆ Insures that new employees receive adequate orientation
 - ◆ Provides positive support for employees
2. Provides supervision and evaluation of staff
Indicators are:
- ◆ Provides a written job description for all staff members and evaluates performance
 - ◆ Insures that staff members are supervised on a regular basis
 - ◆ Presents a written evaluation to the staff members at least once a year and allows him or her to respond in writing or orally to the evaluation
3. Promotes ongoing professional development of staff
Indicators are:
- ◆ Provides regular staff meetings
 - ◆ Provides for professional library/resources that are up-to-date
 - ◆ Encourages professional reading, lecture and ongoing education
 - ◆ Insures that certification and/or in-service requirements regarding professional education and updating are met



PRESCHOOL TEACHER STANDARDS AND INDICATORS

I. CHRISTIAN FORMATION STANDARDS

- ◆ Demonstrates Christian caring in relationships with children and families
- ◆ Is comfortable speaking openly and freely about the Catholic faith
- ◆ Takes part in Religion lessons (Chapel Talks/Time), and enthusiastically leads children in their parts
- ◆ Frequently talks about God's love for all children

II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS

- ◆ Complies with Diocesan and Local Program Policies
- ◆ Cooperates with administration
- ◆ Arrives on time and prepares classroom for children's arrival
- ◆ Discusses planning and the implementation of the curriculum
- ◆ Prepares and submits lesson plans
- ◆ Attends and participates in all required meetings
- ◆ Attends appropriate continuing education seminars and workshops annually
- ◆ Keeps director informed of concerns
- ◆ Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
- ◆ Uses leave time wisely
- ◆ Promotes activities to parents and participates in events sponsored by the preschool
- ◆ Presents professional demeanor in dress and manners
- ◆ Communicates effectively in speech and writing

III. PHYSICAL SPACE STANDARDS

- ◆ Maintains a safe, clean, and healthy environment
- ◆ Is knowledgeable of and uses universal precautions
- ◆ Understands prescriptions on a prescription bottle
- ◆ Provides an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
- ◆ Keeps classroom storage areas neat and orderly
- ◆ Remains after class to clean-up as needed
- ◆ Reports any damage or misuse of equipment and facility to director immediately
- ◆ Performs rotated duties with thoroughness and in a timely manner

IV. CURRICULUM AND DAILY STRUCTURE STANDARDS

- ◆ Implements a program which promotes the philosophy and objectives
- ◆ Facilitates adherence to a daily schedule that balances active and quiet times, free and structures times, indoor and outdoor activities
- ◆ Conducts smooth transitions between activities, using creative methods
- ◆ Demonstrates flexibility, and is understanding of schedules that change

V. DEVELOPMENTAL AREAS STANDARDS

A. Language

- ◆ Assists children in use of a variety of materials to stimulate language, and free choice
- ◆ Provides clear directions and descriptions
- ◆ Encourages expressive language by asking open-ended questions
- ◆ Allows child to choose activities, but encourages new experiences occasionally

B. Fine Motor Activities:

- ◆ Maintains classroom organization to promote self-help skills
- ◆ Offers opportunities for children to improve skills in which they are weak, by working one-to-one with child

C. Gross Motor Skills:

- ◆ Provides close supervision of children in active play
- ◆ Uses playground as an extension of the classroom

D. Creativity

- ◆ Encourages individual expression in crafts which emphasizes processes, not products
- ◆ Encourages exploration in ART
- ◆ Encourages exploration in MUSIC/MOVEMENT
- ◆ Encourages exploration in BLOCKS
- ◆ Encourages exploration in MANIPULATIVES
- ◆ Encourages exploration in ROLE PLAY/DRAMATICS

E. Social and Emotional

- ◆ Fosters independence in personal care including snack, toileting, and dressing
- ◆ Encourages cooperation, sharing, and mutual respect
- ◆ Works towards developing a positive self-image in each child

VI. INTERACTION WITH STUDENTS STANDARDS

- ◆ Provides warm and individual greeting to each child
- ◆ Maintains an organized daily departure and is aware of each child's list of approved persons for pick-up
- ◆ Expresses respect for all children
- ◆ Smiles and laughs with the children
- ◆ Discusses any discipline measures, issues and/or concerns with the director

- ◆ Disciplines with kindness and consistency
- ◆ Encourages children to verbalize, and listens to them
- ◆ Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
- ◆ Maintains a calm and assured manner, even in crisis
- ◆ Uses a moderate tone of voice in all circumstances

VII. INTERACTION WITH PARENTS STANDARDS

- ◆ Maintains a friendly attitude toward all parents
- ◆ Maintains program when a parent visits the class
- ◆ Informs parents in an appropriate confidential manner about day-to-day happenings in the classroom, by verbal reminders and passing home notes sent by the school
- ◆ Discusses suspected learning problems with the director on a timely basis, and allows the director to handle as necessary



EXTENDED DAY PERSONNEL CHILD CARE SUPERVISOR STANDARDS AND INDICATORS

I. CHRISTIAN FORMATION STANDARDS

1. Demonstrates Christian caring in relationships with children and families
2. Is comfortable speaking openly and freely about the Catholic faith
3. Takes part in Religion activities and enthusiastically leads children in their parts
4. Frequently talks about God's love for all children

II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS

1. Complies with Diocesan and Local Program Policies
2. Arrives on time and assists in preparation for children's arrival
3. Discusses the monthly planning, and role in the implementation of the curriculum with the director
4. Attends and participates in all required meetings
5. Attends appropriate continuing education seminars and workshops annually
6. Keeps director informed of concerns
7. Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
8. Uses leave time wisely, if applicable
9. Promotes activities to parents and participates in events sponsored by the program
10. Presents professional demeanor in dress and manners
11. Assumes additional responsibilities when the need arises
12. Is aware of and implements regulations applicable to the program, including fire, health & emergency

III. PHYSICAL SPACE STANDARDS

1. Maintains a safe, clean, and healthy environment
2. Is knowledgeable of and utilizes universal precautions
3. Understands prescriptions on a prescription bottle
4. Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
5. Keeps storage areas neat and orderly
6. Maintains a clean and orderly area
7. Reports any damage or misuse of equipment and facility to director immediately
8. Performs rotated duties with thoroughness and in a timely manner
9. Provides close supervision of children in active play through appropriate positioning and monitoring of designated areas
10. Uses playground as an extension of the indoor facility

IV. CURRICULUM AND DAILY STRUCTURE STANDARDS

1. Assists in implementing a program which promotes the philosophy and objectives
2. Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
3. Assists in conducting smooth transitions between activities, using creative methods
4. Demonstrates flexibility, and is understanding of schedules that change

V. INTERACTION WITH STUDENTS STANDARDS

1. Provides warm and individual greeting to each child
2. Maintains an organized daily departure and is aware of each child's list of approved persons for pick- up
3. Expresses respect for all children
4. Smiles and laughs with the children
5. Discusses any discipline measures with the director, and uses them with kindness and consistency
6. Encourages children to verbalize, and listens to them
7. Praises children liberally to raise self-esteem
8. Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
9. Maintains a calm and assured manner, even in crisis
10. Uses a moderate tone of voice in all circumstances
11. Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
12. Recognizes that only the director should discuss student problems with parents
13. Provides clear directions and descriptions
14. Encourages expressive language by asking open-ended questions
15. Allows child to choose activities, but encourages new experiences occasionally
16. Encourages cooperation, sharing, and mutual respect
17. Works towards developing a positive self-image in each child

VI. INTERACTION WITH PARENTS STANDARDS

1. Maintains a friendly attitude toward all parents
2. Helps maintain program when a parent visits
3. Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
4. Informs parents about day-to-day happenings in the program
5. Respects the confidentiality of all information discussed concerning the child and the family

VII. FIELD TRIP STANDARDS

1. Assists director in planning, implementing and supervising field trips
2. Helps to arrange transportation
3. Educates the children about the field trip and implements follow-up activities
4. Prepares and supervises all chaperones on the field trip
5. Is responsible for all children in assigned group



EXTENDED DAY PERSONNEL ASSISTANT CHILD CARE SUPERVISOR STANDARDS AND INDICATORS

- I. CHRISTIAN FORMATION STANDARDS
 1. Demonstrates Christian caring in relationships with children and families
 2. Is comfortable speaking openly and freely about the Catholic faith
 3. Takes part in Religion activities and enthusiastically leads children in their parts
 4. Frequently talks about God's love for all children

- II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS
 1. Complies with Diocesan and Local Program Policies
 2. Arrives on time and assists in preparation for children's arrival
 3. Discusses the monthly planning, and role in the implementation of the curriculum with the director
 4. Attends and participates in all required meetings
 5. Attends appropriate continuing education seminars and workshops annually
 6. Keeps director informed of concerns
 7. Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
 8. Uses leave time wisely, if applicable
 9. Promotes activities to parents and participates in events sponsored by the program
 10. Presents professional demeanor in dress and manners
 11. Assumes additional responsibilities when the need arises
 12. Is aware of and implements regulations applicable to the program, including fire, health & emergency

- III. PHYSICAL SPACE STANDARDS
 1. Maintains a safe, clean, and healthy environment
 2. Is knowledgeable of and utilizes universal precautions
 3. Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
 4. Keeps storage areas neat and orderly
 5. Maintains a clean and orderly area
 - a. Reports any damage or misuse of equipment and facility to director immediately
 - b. Performs rotated duties with thoroughness and in a timely manner
 - c. Provides close supervision of children in active play through appropriate positioning and monitoring of designated areas
 - d. Uses playground as an extension of the indoor facility

- IV. CURRICULUM AND DAILY STRUCTURE STANDARDS
1. Assists in implementing a program which promotes the philosophy and objectives
 2. Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
 3. Assists in conducting smooth transitions between activities, using creative methods
 4. Demonstrates flexibility, and is understanding of schedules that change
- V. INTERACTION WITH STUDENTS STANDARDS
1. Provides warm and individual greeting to each child
 2. Expresses respect for all children
 3. Smiles and laughs with the children
 4. Discusses any discipline measures with the director, and uses them with kindness and consistency
 5. Encourages children to verbalize, and listens to them
 6. Praises children liberally to raise self-esteem
 7. Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
 8. Maintains a calm and assured manner, even in crisis
 9. Uses a moderate tone of voice in all circumstances
 10. Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
 11. Recognizes that only the director should discuss student problems with parents
 12. Provides clear directions and descriptions
 13. Encourages expressive language by asking open-ended questions
 14. Allows child to choose activities, but encourages new experiences occasionally
 15. Encourages cooperation, sharing, and mutual respect
 16. Works towards developing a positive self-image in each child
- VI. INTERACTION WITH PARENTS STANDARDS
1. Maintains a friendly attitude toward all parents
 2. Helps maintain program when a parent visits
 3. Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
 4. Informs parents about day-to-day happenings in the program
 5. Respects the confidentiality of all information discussed concerning the child and the family
- VII. FIELD TRIP STANDARDS
1. Assists director in planning, implementing and supervising field trips
 2. Helps to arrange transportation
 3. Educates the children about the field trip and implements follow-up activities
 4. Prepares and supervises all chaperones on the field trip
 5. Is responsible for all children in assigned group