

Guidelines and Expectations

Conflict Resolution

1. Step 1- If the issue you are concerned about is an issue with a co-worker, schedule a time to speak with that co-worker directly about the issue when they are not busy supervising children. Issues are most often resolved quickly and easily at this level. While these conversations can be difficult and uncomfortable, we need to be open and honest with each other. During conflict be mindful of our commitments:
 - a. Open and Honest
 - b. Non-Judgemental
 - c. Vulnerable
 - d. Helpful
2. What do we want to model for students? Conscious Discipline encourages us to teach students to address conflict with peers by being assertive and saying, “ I don’t like it when...” and then sharing the new behavior we want them to use. Are we modeling this for students when we have conflict?
3. Step 2- If you are not satisfied and the issues continue, speak with your supervisor (principal, classroom teacher, etc) about the issue so they can help facilitate a conversation and assist with the problem solving process.

Attendance:

Attendance and reporting to work on time are two of the most important facets of your job performance. Head Start Standards and State Guidelines mandate that in classrooms that are predominantly 3 year old classrooms are required to have a ratio of one staff member to eight students. Predominantly 4 year old classrooms are required to have a ratio of one staff member to ten students. Along with ensuring we are maintaining required ratios, education staff make a huge impact on the positive environments created in our classrooms. Consistency in care givers is also extremely important for students at this age. Excessive use of leave without pay may result in disciplinary action, up to and including termination.

Staff Absence:

Instructional Aides make a huge impact on the positive environments created in each classroom. If you do have to be gone please follow these procedures:

- Planned Absence: Let your supervising teacher know 24 hours in advance. Send an email to your supervising teacher, principal, and Head Start Director. Enter the request into TimeClock Plus.
- Unplanned Absence: Notify your supervising teacher, principal, school secretary, and Head Start Director of your absence so we can plan accordingly for your absence.
- The people I need to notify of an absence are
 - Supervising teacher _____
 - Principal _____
 - Secretary _____
 - Head Start Director: david.brock@mcpherson.com

Leave Codes:

- Personal Leave: use at your discretion
- Sick Leave: see staff handbook
- Leave without pay: excessive use of Leave Without Pay can result in a write up
- Legal Leave: to be used for Jury Duty with documentation sent to the Business Office
- Snow Day: one per year automatically paid on the first snow day called by the district

Cell Phones:

Personal use of cell phones is discouraged during work hours and is not allowed while in the classroom unless otherwise advised by the supervising teacher and/or building principal.

Pay Period:

The pay period begins the 16th of each month and ends on the 15th. Payroll is automatically deposited into accounts by the 25th, or the last business day before, of each month.

Professionalism:

Is expected in the classroom. Students view all staff members as role models and positive examples should be set. Be positive, courteous, make eye contact, and keep confidential matters confidential. Avoid negative talk about students or staff members. A staff member's demeanor can set the tone for the day, for oneself, the students, and coworkers.

Maintain a positive attitude everyday.

- Be flexible in assignments and schedules.
- Follow the school dress code and be a good role model for the students.
- Utilize time appropriately & take initiative to stay busy.
- Communicate positively, objectively, and professionally.
- Demonstrate respect for teachers, students, parents, and others & maintain appropriate boundaries.
- Maintain positive and appropriate relationships with co-workers and staff and act as a team member, communicating directly and honestly.
- Report child abuse to supervisor and DCF within policy guidelines.

Confidentiality must be maintained

For all students, families and staff. This means not discussing families and/or students within and outside of school building with other staff or others that are not a part of the student(s) team.

Maintain professionalism when using social media.

Pictures and information about students and/or staff should not be shared on social media such as texting, emails, Facebook, Twitter, etc.

Common Understandings between Classified and Certified Staff

- Communication on a continuous and regular basis is a must to ensure a consistent program.
- Support for each other is necessary in child guidance and behavior management and in instructional matters.
- The classroom team must help each other to reduce stress often found in classrooms.
- There must be a good rapport between all staff members.

Ethical Considerations:

- Discuss a child's progress and/or limitations only with the supervising teacher.
- Discuss school problems and confidential matters only with appropriate personnel, and only when students are not present.
- Respect the dignity, privacy, and individuality of all students, parents, and staff members
- Serve as a positive role model for students in personal interactions and communications.
- Use positive strategies to address challenging behaviors.
- Refer concerns expressed by parents, students, or others to the classroom teacher.
- Represent the program and district in a positive manner in the community and refrain from expressing negative opinions of the program and agency.
- Recognize that the classroom teacher has the ultimate responsibility for the instruction and behavior management of children and follow the directions prescribed by the classroom teacher.
- Express difference of opinion only when students are not present.