

# TASK AND ACTIVITY GUIDE

## AREA ASSISTANT

### 2017 – 2018

Area Assistant tasks vary greatly depending on centers and on the Area Manager. These are some tasks but maybe not all of the tasks that will be required. Some tasks on this list may not be required by some Area Managers. Please meet with your Area Manager and discuss fully the expectations for your job.

#### DAILY

- › Check mail, email, phone messages and center log
- › Bus monitor as needed
- › Answer center phone, take messages and record in the log
- › Greet and guide parents and visitors at the center
- › Make phone calls as requested by AM and staff
- › Enter attendance in data system
- › Complete electronic timesheet and mileage sheet as directed
- › In & Out log (Excel report to assist AM with timesheet review or as directed)
- › Mail/copy run to MO as needed
- › Assist with health checks as needed
- › Walk children to/from district buses as needed
- › Check with AM for task priorities

#### WEEKLY

- › Complete clerical tasks at MO as needed
- › Print attendance sheets for Teachers
- › Verify accuracy/completeness of weekly attendance sheets, then send to Food Service Supervisor; keep copy for your records
- › Attend center meetings (at alternate centers each week)
- › Type, distribute, and file center meeting notes
- › Generate Monitoring reports from data systems as requested by AM
- › Center laundry must be done at appointed center

#### MONTHLY

- › Attend AA meetings/training sessions
- › Run attendance reports
- › Fax emergency drill record to the MO
- › Prepare classroom calendars (include parent meetings/events from FA) and distribute as needed (copy to MO)
- › Gather volunteer timesheets - make sure they are signed and entered into Shine (parents' volunteer time), then turn them in

#### ANNUALLY

- › Delete scanned weekly attendance sheet records or shred copies, depending on archive method used
- › Obtain/renew Food Handler's card
- › Request updated forms, policies, procedures, etc. from MO
- › Attend training for Transportation module in data system
- › Keep First Aid/CPR current

#### ONGOING/AS NEEDED

- › Track developmental and behavioral screenings and rescreens for 45 day deadlines, IFSP meetings as requested
- › Data system entry and reporting (HSRs, heights/weights, vision, parent permissions, developmental and behavioral screenings as requested at sites, attendance, parent involvement, screening information, mental health tracking reports for FA's as needed, requested, focal child dates, etc.) as requested by/needed for FA, AM, T, HT
- › Maintain/update/organize center files and binders as needed
- › Maintain up-to-date SDS sheets
- › Create documents such as fax cover sheets, calendars, center shopping lists, volunteer data, flyers, signs, mailing/child binder labels, etc. (use all Microsoft Office programs as needed)
- › Assist with cleaning as requested (backup classroom cleaning and foyer/parent room as needed)

- › Provide staff assistance as requested (backup for providing breaks, enter classroom for situations that require additional staff, serve as extra adult at mealtimes or on field trips, etc.)
- › Obtain purchase orders as requested, send in receipts, make copies for AM
- › Track maintenance work orders as requested
- › Update attendance sheets with child adds/drops as needed
- › Communicate with Information Systems/ERSEA SAA to open/close dates and resolve problems
- › Depending on size of center, sub in the kitchen as needed
- › Track supplies to maintain necessary inventory levels
- › Shop as needed
- › Help prepare for/attend center functions/special projects as needed: orientation, family days, etc. (make copies, assemble information packets/flyers, assist with physical set-up, etc.)
- › Attend trainings as needed/required
- › Proofread agency documents, make corrections as needed, notify office staff of corrections needed
- › Maintain child files (file information as requested, check files for completeness and correct order, obtain necessary information from files as needed to document information in data system)
- › Troubleshoot center computer, printer, and copier problems; contact IT for center computer needs/issues
- › Maintain office equipment (keep toner, paper, ink on hand and replace as needed)
- › Shred confidential information (ONLY as requested by AM)
- › Maintain center meeting schedule as needed/requested
- › Prepare letters and enter in data system for contagious conditions
- › Assist with classroom and center inventory
- › Maintain center library list
- › Complete any special projects from Main Office

#### **AUGUST**

- › Attend Pre-Service Day (in August or September)
- › Attend required training days as directed

#### **SEPTEMBER**

- › Assist with Orientation and planning
- › Assist in preparation for Orientation
- › Attend training days as directed
- › Assist with center set up

#### **OCTOBER**

- › File review

#### **NOVEMBER**

- ›

#### **DECEMBER**

- › Maintain center library list

#### **JANUARY**

- › Assist in updating all child emergency information

#### **FEBRUARY**

- › Assist with recruitment for Spring selection
- ›

#### **MARCH**

- › Assist with recruitment for Spring selection
- ›

#### **APRIL**

- › Assist in planning for end of year and transitions

**MAY**

- Help inventory, clean, closedown centers
- Assist in end of year file needs

**JUNE**

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**JULY**

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