

Task and Activity Guide

Center Assistant 2022-2023

This position's duties will vary from day to day based on needs. This is a guide but may not include all duties.

Daily

- ☐ Complete electronic timesheet as directed.
- ☐ Check mail, email, phone messages and center log.
- ☐ Assist with Set up curriculum materials
- ☐ Complete safety & sanitation checklist as assigned.
- ☐ Perform health checks as assigned.
- ☐ Transfer information from parents to Teachers.
- ☐ Participate in daily Teacher/Teacher Assistant debrief, include review of children on IFSPs.
- ☐ Participate in all classroom activities and meaningful interactions with children.
- ☐ Perform deep cleaning of center and playground (as assigned) To be done before or after classroom time.

Weekly

- ☐ Attend Education planning meeting as assigned.
- ☐ Participate in trainings by Head Teacher/Teacher (as assigned).
- ☐ Assist in setting up classroom environment for the week, and prepare material.
- ☐ Attend center meeting (biweekly) (as assigned).
- ☐ Participate in child staffing (as assigned).
- ☐ Store new stock of paper, cleaning supplies, etc.
- ☐ Restock "red bags." & 1st aid supplies
- ☐ Complete filing/clerical; portfolios, etc. (as assigned).
- ☐ Assist Cook (as assigned).
- ☐ Perform deep cleaning of center and playground (as assigned) To be done before or after classroom time.

Monthly

- ☐ Attend Education training.
- ☐ Provide child care at parent meetings or Policy Council meetings (as assigned).

Three Times Annually

- ☐ Participate in safety and sanitation walk-throughs (as assigned).

Two Times Annually

- ☐ Participate in Mental Health Consultants classroom debrief (as assigned).
- ☐ Assist Area assistant with child heights and weights.

Annually

- ☐ Participate in a minimum of 15 hours of professional development training.
- ☐ Obtain and maintain up to date Food Handler's Card.

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- ☐ Obtain necessary Health Services training (allergy, med admin, robi-comb training for use in daily health checks).
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Ongoing / As Needed

- ☐ Participate in consultations (as assigned).
 - ☐ Help plan family days with center team (as assigned).
 - ☐ Meet with supervisor for 1:1.
 - ☐ Attend required trainings.
 - ☐ Assist in preparation of all materials for incoming kids—cubby names, name tags, journals, name strips, toothbrushes, art “frames”, etc.
 - ☐ Bilingual CA provide support with interpretation of home visits for dual language families as assigned.
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