



River Valley Child Development Services

Program: _____

Manager: _____

Tasks to be Completed	Completed Accurately	Completed Timely	Completed After Due Date	Not Completed	N/A
Annually					
Annual report submitted to AA by August 15 of each year					
Staff ISDPs turned into HR by July 31 st of each year					
Followed all grant deadlines					
Job Descriptions submitted to QA by August 30 of each year					
Monthly					
Statistical summaries completed and submitted to AA by the 10 th of each month					
Manager's travel forms completed and submitted to ED by the end of each month					
Monthly staff meeting minutes sent to ED by the end of each month					
*Backups completed and submitted to Accounting by the 5 th of each month					
*Food reports completed and submitted to Accounting by the 5 th of each month					
*Link billing completed and submitted to Accounting by the 5 th of each month					
Came prepared to management team meetings each month					
Other					
90 day staff evaluations completed and submitted to HR one week prior to completion of 90 day period					
Change of status forms completed and submitted to HR 1 week prior to change from provisional to regular employee					

Revised 01/23/2017

AA= Administrative Assistant
ED= Executive Director

All other change of status forms completed and submitted to HR prior to the date of the change (except in extreme circumstances)					
Disciplinary forms maintained and submitted to HR in a timely manner					
Manager's timesheets completed and sent to ED by 5:00 PM on Tuesday for each pay period					
Notified ED of leave time in advance					
Conference Planning forms completed and submitted to ED 30 days in advance of registration date					
Returned e-mails and phone messages within 48 hours upon return to office					
Met 30 day deadline for requisitions					
Followed all purchasing processes					
Provided ED with monthly schedules					
*Child care licensing renewals completed one month prior to due date.					

*For SAC only

Comments: _____

 Manager's Signature

 Date

 Executive Director's Signature

 Date

Revised 01/23/2017

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