Daycare RA: Expectations and Responsibilities

Dear **RA Name**,

Welcome to our team at the Centre for Cognitive Development! We are looking forward to working with you!

In addition to conducting research with integrity and having a safe work environment (which are outlined on our Wiki Page), we value building and maintaining a culture of open communication. This is a document that conveys our high-level expectations for you as an in-lab research assistant. The expectations you should hold of us are available on our CCD Wiki Page (under the General Space).

Expectations:
- Communicating with the Lab Coordinator and/or Graduate Student if you feel that you have not been sufficiently trained on a task that you are being asked to perform, or if any expectations are asked of you that are not clearly stated on our Lab Wiki and/or this document.
- Committing to an 8-hours-a-week *in-person* schedule during Winter/Summer Session 2023 based on your shared availability on **Days & Time**
- Attending all training sessions and meetings conducted by Lab Coordinator, Grad Student, and the EDRG (lab meetings are optional).
- Notifying the Lab Coordinator and Graduate Student *via email* about changing or shifting your hours at least two weeks in advance.
- Notifying the Lab Coordinator and Graduate Student *via email and Slack* about missing a shift the next day due to sickness at least 24 hours in advance (if possible)
- Notifying the Lab Members (with whom you have a meeting scheduled) via Slack about being late *before your shift is due to begin*.

- Actively monitoring Slack during in-person shifts and responding to messages and emails from Lab Members within the next 48 hours at the latest. Unless you have weekend shifts, we do not expect that you will monitor Slack during weekends and holidays.
- Reading the EDRG Daycare and School Recruitment Protocols and applying that knowledge to the outreach process
- When not visiting daycares or schools, actively and persistently recruiting daycares and schools to recruit via calling
- When not visiting daycares or schools, helping with running studies in the lab with families recruited via the EDRG Database
- Arriving at least 10 minutes at a daycare/school before your scheduled time to ensure timely setup and check in with directors, teachers, and staff. If running late, notifying your fellow Daycare RA and Lab Coordinator
- Always maintaining professional and respectful correspondences with daycare and school staff
- Helping the Lab Coordinator and Grad Students with their efforts to train new team members (e.g. having new Daycare RAs to shadow you while running studies, making phone calls)
- Should we observe any issues in the tasks that have been assigned to you, we will schedule a feedback meeting with you to clearly communicate this, and the steps we would like to implement for improvement.

Typical Responsibilities:
- Navigating the Daycares Database to find Centres that are claimed by the Lab Coordinator
- Contacting daycares, child care Centres, and schools via calling and emailing to inform them of our ongoing research projects
- Making comments about correspondences with daycare and school staff, and setting callback dates according to the EDRG Protocols

- Keeping callback dates organized on the whiteboard and ensuring that the contact schedules are maintained
- Helping with any and all emails in the cogdev@psych.ubc.ca inbox that pertain to participant activities, ensuring that they are responded to in a timely manner
- Adding new instructions, troubleshooting tips, scripts to the Daycare Checklist
- Commuting (walking, transit, driving) to daycares and schools in the Greater Vancouver Area
- Bringing all materials with you to a visit- the electronic devices (laptops, iPads), stimuli and record-keeping items, certificates and stickers, gift cards for the school, and name tags
- Wearing proper and professional attire to daycares and schools during visits (if you have questions about what this means, please speak with the Lab Coordinator).
- Practicing and running studies with children in the age range of 3-8 at daycares and schools
- Uploading data promptly to the server for safe storage and accurately maintaining and updating the subject logs
- Engaging in meetings to discuss the scientific literature, most often with a Graduate Student.
- Reporting any issues that come up during testing, including writing detailed notes on the Subject Log to help researchers decide if any child should be excluded from data analysis.

Please sign below if you read the document in its entirety and agree to holding these expectations up to the best of your ability.

Name: .... 　　　　 Date: ....