Classroom Job Descriptions:

Administrative Assistant

* Change the daily schedule and the date at the end of each day for the next day.
* Assist the teacher with any errands or tasks that she needs help with.
* Check to make sure students are filing out the bathroom log properly and collect fines from those who did not.

*Qualifications: timely, pays attention to detail, responsible, self- motivated*

Homework Checker:

* Check off students who have handed in their homework.
* Check with students who are missing homework to make sure they didn’t forget to turn it in.
* Keep track of weekly earnings for homework.

*Qualifications: able to follow precise directions, pays attention to detail, neat handwriting, trustworthy, respectful, responsible with own classwork and homework, gets to school on time*

Classroom Cleaners:

 *Morning:*

* Put extra chairs around the back tables

 *Afternoon:*

* Make sure the room is picked up
	+ *Nothing on the floor*
	+ *Nothing on the tables or tops of book shelves*
	+ *Make sure things are in order, in place and set up for the next day*
* Close and lock the windows if they are open (Fall and Spring)
* Close the doors if there is a fire drill
* Take the recycle bin down when it is full at the end of the day
* Stack the left over chairs
* Clean out the pencil sharpeners and clean up the dust around them

*Qualifications: helpful, self-motivated, responsible, good at managing time (this is a time consuming job), cooperative and works well with others.*

Banker:

* Empty the fine box at the end of each day
* Keep the bank neat and organized.
* Pay students on Fridays using the homework and job sheets.
* Exchange money for students when needed (only at the end of the day after all other responsibilities are taken care of)
* Do not allow anyone else to do this job.

*Qualifications: Responsible, trustworthy, pays attention to detail, can manage delegating money at a fast pace, organized*

Job Checker:

* At the end of each day, check to make sure all of the classroom jobs are done properly. Use the clipboard to keep track of jobs that are done.
* If someone is absent they do not get paid, the substitute will get paid the amount of their job as long as he/she has done it. If the substitute has to do more than one job in a day they can get accumulated pay.
* If someone only does part of their job, they only get part of their pay, see Mrs. Malm for decisions on this.

*Qualifications: Able to multi-task, can juggle keeping track of many things, responsible, respectful, can manage time, organized, self- motivated*

Organizer

* Organize the clip boards neatly at the end of each day
* Organize the art supplies, making sure all items are in the proper bin
* Organize the games on the shelves
* Organize the paper in the paper trays
* Make sure the headphones are neatly put away

*Qualifications: organized, self motivated, responsible*

Assistant Banker:

* Deliver the money to the students on Fridays. Substitute for banker if banker is absent

(The assistant banker is a pre-requisite for the banker job)

*Qualifications: responsible, organized, able to take direction, cooperative*

Lunch Manager:

* Take the attendance and lunch count in the morning.
* (Responsibly) Take the lunch bucket to and from lunch
* Wash the tables during lunch, don’t forget!
* Move all the lunch names to “absent” at the end of the day.
* Empty recess equipment from lunch bin
* Keep the equipment bin clean
* Empty and clean the lunch bin at the end of each day, make sure there are no forgotten lunchboxes

*Qualifications: gets to school on time, responsible, able to manage multiple responsibilities, organized*

Desk Checker:

* At the end of the day check to see if students have clean and organized desks and realign them so they are straight in their rows. You may help students stay organized if they are having a hard time. If a student has a messy desk (lots of loose papers, things falling out or stuffed in etc.) put a warning on their desk. On Friday, you must do a final inspection after organization time, if their desk is still messy, check with Mrs. Malm, then collect a $5 fine.

*Qualifications: responsible, respectful, and organized*

Librarians:

* Make sure the library stays neat and orderly.
* Make sure books are in their proper bins.
* Make sure the books on display are neat at the end of the day, you may change them out if you feel it necessary.
* Help students put books away properly.
* The librarian is also the paper passer

*Qualifications*: organized, orderly, self-motivated

Tech Specialist:

* Make sure the projector and document camera are off in the afternoon and when we leave the room.
* Make sure the laptops in the cart are in order and are plugged in. Make sure the cart is neat and well taken care of.

*Qualifications: responsible, careful, attention to detail, organized*

Postal Worker:

* Check for papers on the radiator to be filed for homework (check either after special or after lunch if there’s time)
* File all papers from the “To Be Filed” bin into the mailboxes on Friday.
* Keep all student work scores and comments confidential.
* The postal worker is also the paper passer

*Qualifications: organized, pays attention to detail, responsible, respectful, efficient*

Substitute:

* Check to see who is absent in the morning and check their job description.
* Be a substitute for the job for any students who are absent (except the banker). You may have to do more than one job in a day.

*Qualifications: able to multi-task, self-motivated, organized, responsible*