

CLASSROOM JOBS DESCRIPTIONS

The following job titles and descriptions should help you to decide what role in the classroom you want to apply for. These jobs are paid in classroom bucks every time you perform the job.

Chromebook Captains: These team members should be skilled at handling technology and will be responsible for assisting classmates first when there is a tech issue. They should have a good understanding of how to log on to important websites. They should like to help others and be able to do so when they are having trouble accessing sites during class. They should have an understanding of how to use and troubleshoot Chromebooks and be willing to learn more if necessary. They should like helping the teacher and other students use equipment such as projectors, speakers, headphones, etc. They are responsible for distributing and managing any loaner class chargers. One member of the Chromebook Captains will manage the collection and distribution of any cell phones placed in the lock box. They are not responsible for the lock box code (only the teacher!).

Drill Assistants: These students will be in charge of assisting the teacher in the case of Fire Drills or Code Red drills. These students should be extremely reliable and responsible, and rarely be absent, in order to help the teacher effectively. Responsibilities include assisting the teacher to close windows and blinds, helping fellow students line up, and taking attendance once everyone is outside.

Absent Helpers: The Absent Helpers should have good attendance and be helpful to others. They will be asked to gather an extra set of handouts, label them for any absent students, and file them appropriately. They should have a good memory of what happens in class (or keep a record themselves). The Absent Helpers should be willing to assist any absent student who needs help or is confused about what they missed when they return.

Teacher's Helper/Substitute: This job is best for a student who is rarely absent. The Teacher's Helper assists with any miscellaneous or unexpected tasks not covered by other classroom jobs, such as taking items to another class or the office. The Teacher's Helper/Substitute will be called upon if a student who holds another job is absent or unable to fulfill their job that day, so they will need to be able to perform most of the classroom jobs.

Paper Returners: This job is best for students who can quickly and efficiently pass out returned papers to all classmates. They know every student's name in the classroom. Ideally, Paper Returners arrive early to class and can distribute returned papers during work time at the beginning of class.

Door Monitor: This student will be responsible for opening and closing doors when anyone knocks or arrives/departs. It is ideal for this student to be seated near the door. This student will maintain a "Who's Out" log of students who are not in the classroom and how long they are gone for. They maintain the restroom waiting list if necessary. This student will answer the phone clearly and politely if the teacher cannot.

Clean Commander: These team members will be in charge of cleaning boards and desks, sweeping floors, and cleaning spills when needed. The Clean Commanders should have a good knowledge of where cleaning materials are kept and are expected to notify the teacher if materials are running low. They are also expected to conduct desk inspections as necessary.

Agenda Helper: These students should have good attendance and arrive early to class. Agenda Helpers should understand homework assignments well and be able to answer peer questions about assignments and expectations. Helpers will be responsible for checking student agendas after the homework assignment is written down by the student. They must be excellent and efficient at copying down their own assignments and completing their homework regularly.

Supply Manager: The Supply Manager is responsible for maintaining, distributing, and collecting shared class materials such as coloring utensils, scissors, glue, white boards, dry erase markers, class copies of books/readings, etc. They should be able to quickly get about the room without stopping to socialize.

Birthday Celebrator: The Birthday Celebrator will review the class list of birthdays and create a neatly written list on decorations provided by the teacher for the monthly birthday board. They will need to make sure every birthday is celebrated in class with a whole-class-signed card and singing during the class period.

Attendance Monitor: The Attendance Monitor is a good job for a student who is rarely absent and arrives early to class. The Attendance Monitor will ask the daily attendance question, and be trained to note the attendance of all students, including tardies and early dismissals, on official documentation. They will report absent students to the Absent Helpers.

Whiteboard Manager: As class is beginning each day, this student updates the whiteboard with that day's date, agenda, learning targets, and homework. This student should be an early arrival to class and always have access to our LMS to check for the digitally posted information. They should have clear handwriting.

Couriers: Several students will be chosen as Couriers and will be expected to pick up worksheets and handouts when called for in class. These should be students who are rarely absent and who have good access to the front of the classroom.

Binder Keeper: This student is responsible for distributing class binders to students and maintaining the cleanliness of the binder box. They are also in charge of neatly putting the box full of binders away and ensuring the lid is on.

CLASSROOM JOBS APPLICATION FORM

Complete this application to be considered for a job. You may not get the number 1 job you request this time, but we do a check-in at the new semester, so you may get the chance to change jobs.

include link to Class Jobs Descriptions [HERE!](#)

Full Name:

Email:

Period:

Choose your NUMBER ONE choice for a job:

Chromebook Captain
Drill Assistant
Absent Helper
Teacher's Helper/Substitute
Paper Returner
Door Monitor
Clean Commander
Agenda Helper
Supply Manager
Birthday Celebrator
Attendance Monitor
Whiteboard Manager
Courier
Binder Keeper

Choose your NUMBER TWO choice for a job:

Chromebook Captain
Drill Assistant
Absent Helper
Teacher's Helper/Substitute
Paper Returner
Door Monitor
Clean Commander
Agenda Helper
Supply Manager
Birthday Celebrator
Attendance Monitor
Whiteboard Manager
Courier
Binder Keeper

In the space provided, please explain why your teacher should give you the job(s) that you are applying for. What skills do you have that would make you a good fit for this job? (Talk about your talents, interests, past experiences, and participation in our class so far this year):