

# Mrs. Gonzalez's Class Job Descriptions

- 1. Line Leader:** You will be first in line to lead the class when we leave the classroom. You will be modeling for students how to be quiet in the hallway and walk on the third square facing forward. You must be trustworthy, responsible, encouraging, non-disruptive, and have great behavior.
- 2. Security (End of Line):** You will always be at the back of the line to close the door & turn the lights off when we leave the classroom. Make sure Mrs. G has her keys with her. She can sometimes forget. This job is important because when a teacher looks back and sees this person at the end, the teacher knows we have everyone and no one has been left behind. This person must be responsible & polite to ensure the class stays safe. When there is an emergency drill make sure to grab the Emergency Binder because you will be holding up our safety sign.
- 3. Lunch Sweeper (lunch):** These students are responsible for cleaning the cafeteria tables every day. You are responsible for sweeping under all of row 4 tables in the cafeteria & picking up any excess trash on the floor. These students must be trustworthy & responsible in order to make sure our area is left spotless!
- 4. Table Wiper (lunch):** These students are responsible for cleaning the cafeteria tables every day. You are responsible for wiping all of row 4 tables in the cafeteria & picking up any excess trash on the floor. These students must be trustworthy & responsible in order to make sure our area is left spotless!
- 5. Table Wiper (lunch):** These students are responsible for cleaning the cafeteria tables every day. You are responsible for wiping all of row 4 tables in the cafeteria & picking up any excess trash on the floor. These students must be trustworthy & responsible in order to make sure our area is left spotless!
- 6. Hand Sanitizer (lunch):** Make sure the cleaning bag for the cafeteria makes it to lunch & back from recess. Always make sure that there is hand sanitizer in the bag & pass along before eating lunch.
- 7. Pencil Mechanic:** Collect pencils at the end of every day. Sharpen pencils in the morning (prior to morning circle) and put in their mailboxes for students to pick up. The clerk makes sure the class always has a supply of sharpened pencils. He or she will also notify teachers if the supply of Daily Notes or paper is running low. This job requires a student who has neat penmanship, arrives at the classroom at 7:45 & has great communication skills.
- 8. Morning Technology Director:** Turn on the laptops and organize computers in the morning prior to morning circle. Make sure all windows are shut or ready. You may help students with any computer questions or problems. This student needs to have a working knowledge of computers and programs. This student should be focused, calm, trustworthy & responsible.
- 9. Afternoon Technology Director:** Make sure any laptops are logged out of and then shut down & put away at the end of each day. You may help students with any computer questions or problems. This student needs to have a working knowledge of computers and programs. This student should be focused, calm, trustworthy & responsible.
- 10. Supply Executive:** Re-stock supplies once a week or during the week when you notice the class is running low [paper, post-it notes, staples, tape, tissues, wipes, etc.] You are also the FILL IN for jobs of students who may be absent. You must know all job descriptions. You should be punctual, incredibly responsible, well-behaved and very

aware of your surroundings. This job requires good time management and observation skills.

- 11. Male Bathroom Monitor:** One boy and one girl who will stand at the door of the bathroom and let students know when it is their turn to enter the restroom. This job will report to the teacher any student who is having trouble following the rules in the bathroom, but most importantly ensure that this process is quick and efficient. You will use the restroom last, but you do not have to wait until everyone is done. You must be responsible, non-disruptive, and have great behavior.
- 12. Female Bathroom Monitor: (see male bathroom monitor)**
- 13. Phone Manager:** You are responsible for answering the phone when Mrs. G or another adult is not able to. You want to have a clear and professional speaking voice.
- 14. Librarian:** Monitor checking out and checking in of books from students. Place books back on the shelves in the correct location and facing the correct way. Double check the binder to make sure students are writing down when a book is being checked out. Monitor binder and notify students if they have had a book checked out for more than 60 days. Let the teacher know if a student has not returned a book within 60 days. Tidy up the library area. This student should have good organization skills and has an interest in reading.
- 15. White Board Manager:** This student is responsible for helping keep our whiteboard clean and the class whiteboards clean and organized. Make sure all the dry erase markers are in their specific spot. Write the date on the board each morning and move our exploratory clip.
- 16. Clipboard Manager:** This student will be responsible for taking the clipboard checklist when switching classes & transitioning through out the school. This student must respect others privacy, be trustworthy, responsible & have good organizational skills. This job requires bring the clipboard to recess and make sure it is handed to Mrs. G and not left on the recess field.
- 17. Recycling Chief:** Ensure scraps are dumped from the table recycle bins to the orange recycling bin in the hallway. Encourage the reuse of materials and scrap paper and glue caps are closed after use. Your job requires monitoring the scrap paper & throwing out small pieces that can no longer be used. It is helpful if this person has creative skills & can suggest ways we can be a more sustainable class.
- 18. Messenger:** Deliver the lunch count to the front office & any other important documents. The teacher will trust you with delivering items quickly and efficiently. You must be trustworthy and responsible! You must WALK on campus and be very quiet in hallways.
- 19. Paper Provider:** Pass out and collect papers, textbooks, binders, or folders when needed. You must be responsible, non-disruptive, and have great behavior.
- 20. Recess Executive:** (Coming soon! When we receive our recess equipment!)
- 21. Explorer Squared HW Collector:** If you are apart of TMS Explorer Squared this job may be for you! This year, E2 is on Friday, the same day HW is usually due. You are responsible for collecting E2 HW and making sure it is turned in!
- 22. Museum Manager:** This job requires wonderful observation and communication skills. This job is important because we want to make sure our exhibits in the hallway look great at all times! You will be sure to keep artifacts and documents on the wall looking ready for visitors. You will also be responsible for telling Ms. Anani or Mrs. Fletcher if there is something that needs to be fixed or hung back up, if you cannot do it yourself.