

# Mr. Johnson's Classroom Jobs

2016-2017

| <b>Job</b>                               | <b>Description</b>  |
|--|---|
| <b>Academic Manager</b><br>(2 positions) | <ul style="list-style-type: none"> <li>•Check homework for completion.</li> <li>•Grade multiple choice &amp; fill-in-the-blank assessments.</li> <li>•Be discrete and trustworthy.</li> </ul> |
| <b>Lesson Manager</b><br>(2 positions)   | <ul style="list-style-type: none"> <li>•Distribute and collect books, materials, notebooks/journals &amp; worksheets.</li> </ul>  |
| <b>Line Managers</b><br>(2 positions)    | <p>One at the beginning of the line and one at the end. Open doors and report behavior issues.</p>  |
| <b>Table Manager</b><br>(2 positions)    | <ul style="list-style-type: none"> <li>•Clean the tables after lunch.</li> <li>•Clean/organize the table supply bins once a week (or as needed).</li> </ul>                                   |

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|---|---|
| <b>Recess Manager<br/>(2 positions)</b> | <ul style="list-style-type: none"><li>•Distribute recess equipment to classmates once they are outside.</li><li>•Gather recess equipment and help round up students when recess is over.</li><li>•Get walkie talkie and deliver to Ms Carty</li></ul> |
| <b>Payroll Manager<br/>(1 position)</b> | <ul style="list-style-type: none"><li>● Distribute Carty's cash to students daily</li><li>● Monitor list of students w/ consequences</li><li>● Pay managers weekly</li><li>● Organize, operate, and manage class store</li></ul>                      |

## Jobs

## Descriptions

### **Lunch Manager**

**(1 position)**

- Tally the lunch count after students have made their lunch choices.
- Remind Ms Carty to take attendance
- Fill in the paper or electronic lunch count by 7:50 each morning.
- Must be a student who rarely misses school and arrives early.

### **Library Manager**

**(2 positions)**

- Organize the classroom library & book shelves
- Re-shelf returned books to the correct shelves.
- Let the teachers know if there needs to be any changes or additions to the library.

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|--|---|
| <b>Substitute Manager</b><br><br>(2 positions) | <ul style="list-style-type: none"><li>•Fill in for students who are absent.</li><li>•Help absent students catch up when they return (share notes, give worksheets, give/check about homework etc...).</li><li>•Assist substitute teachers when Ms. Carty is absent.</li></ul> |
| <b>Technology Manager</b><br><br>(2 positions) | <ul style="list-style-type: none"><li>• Organize and distribute iPads.</li><li>•Download, play the daily news show</li><li>•Help students/other teachers with minor technical issues.</li></ul>   |
| <b>Delivery Manager</b><br><br>(1 position)    | <ul style="list-style-type: none"><li>•Make deliveries to the front desk and/or other classrooms</li><li>•Must be responsible, trustworthy, speedy, and QUIET!</li></ul>  |

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|--|---|
| <b>Writing Utensils Manager</b><br><br>(1 position)        | <ul style="list-style-type: none"><li>● Sharpen pencils at the beginning of day and end of day</li><li>● Check and supply table bins with pencils and erasers</li></ul>           |
| <b>Restroom Manager</b><br><br>(2 positions-1 boy, 1 girl) | <ul style="list-style-type: none"><li>•Monitor the number of people in the bathroom (1 student per toilet/urinal)</li><li>•Report any bathroom foolishness to Ms. Carty</li></ul> |