

# Plover Classroom Job Postings

<b>Job Title</b>	<b>Responsibilities</b>	<b>Requirements</b>
Appreciation Captain	<ul style="list-style-type: none"> <li>★Watch out for students showing leadership, citizenship, stewardship or scholarship</li> <li>★Share observations at Closing Meeting</li> <li>★Manage the “Make a Difference” board</li> <li>★Cheer people up and give compliments</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about our community</li> <li>2. Must be cheerful</li> <li>3. Must be kind and generous</li> </ol>
Assistant Teacher	<ul style="list-style-type: none"> <li>★Take attendance every morning</li> <li>★Help other students with assignments</li> <li>★Help explain assignments when absent students return to class</li> <li>★Deliver messages</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be a role model</li> <li>2. Must love learning</li> <li>3. Must be respectful and helpful</li> </ol>
Bank Tellers	<ul style="list-style-type: none"> <li>★Keep banking records for each Plover</li> <li>★Accept money for deposits</li> <li>★Pay out money for withdrawals</li> <li>★Collect monthly rent payments</li> </ul>	<ol style="list-style-type: none"> <li>1. Must love math</li> <li>2. Must work well with others</li> <li>3. Must be very responsible, organized and trustworthy</li> </ol>
Bloggers	<ul style="list-style-type: none"> <li>★Report on projects and O&amp;As on class blog</li> <li>★Help other students contribute to the blog and make sure everyone gets a turn</li> <li>★Take photos for blog, as needed</li> <li>★Make sure all writing is perfect before publishing</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be able to proofread</li> <li>2. Must work well with others</li> <li>3. Must be able to use technology appropriately and responsibly</li> </ol>
Custodian and Waste Management	<ul style="list-style-type: none"> <li>★Monitor paper and mixed recycling</li> <li>★Take out recycling and compost (with adult)</li> <li>★Clean up outdoor ramp as needed</li> <li>★Take lunch tubs up to the lunch room before recess</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about recycling and taking care of our place</li> <li>2. Must not be afraid of messes</li> <li>3. Must be very responsible</li> </ol>
DJ and Dance Party Director	<ul style="list-style-type: none"> <li>★Turn music on/off for AM Jobs &amp; Quiet Time</li> <li>★Play Clean Up Song</li> <li>★Set up projector and video for Dance Parties</li> <li>★Encourage everyone to participate</li> <li>★Give awards for best dance moves</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be enthusiastic</li> <li>2. Must love music and dancing</li> <li>3. Must be able to use technology appropriately and responsibly</li> </ol>
Hallway & Lunch Box Patroller	<ul style="list-style-type: none"> <li>★Make sure lunch box area is tidy</li> <li>★Clean out basket at the end of the day</li> <li>★Inspect hallway at the end of the day</li> <li>★Clean up litter and Lost &amp; Found</li> <li>★Report graffiti or messes to teacher</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about stewardship and taking care of our place</li> <li>2. Must be organized and tidy</li> <li>3. Must not be afraid of messes</li> </ol>
Librarian	<ul style="list-style-type: none"> <li>★Take care of classroom books &amp; book bins</li> <li>★Return lost books to the right place</li> <li>★Help organize library books when it’s time to return them</li> <li>★Change book displays and make recommendations to the class</li> </ul>	<ol style="list-style-type: none"> <li>1. Must have a love of books</li> <li>2. Must be organized</li> <li>3. Must know where books belong</li> </ol>
Materials Specialist	<ul style="list-style-type: none"> <li>★Keep supply baskets organized</li> <li>★Sharpen pencils and colored pencils</li> <li>★Take care of scrap paper baskets</li> <li>★Monitor glue sticks, markers, tape, staplers, fancy paper and other supplies</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about stewardship and taking care of our place</li> <li>2. Must know how to use pencil sharpener correctly</li> <li>3. Must be organized</li> </ol>

Meteorologist	<ul style="list-style-type: none"> <li>★Check weather app daily</li> <li>★Write weather forecast on the board</li> <li>★Announce weather forecast before Out &amp; About days so students can dress appropriately</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be comfortable with public speaking</li> <li>2. Must love science</li> <li>3. Must be able to use technology responsibly</li> </ol>
Morning Meeting Leaders	<ul style="list-style-type: none"> <li>★Write a Question of the Day on the whiteboard every morning</li> <li>★Call on students during Morning Meeting</li> <li>★Choose a warm up and group activity</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be enthusiastic</li> <li>2. Must be comfortable with public speaking</li> <li>3. Must know everyone's name and arrive to school on time</li> </ol>
Paramedic	<ul style="list-style-type: none"> <li>★Carry first aid kit on all O&amp;A and trips</li> <li>★Take injured students to the Office</li> <li>★Alert Ginny or Office in case of emergency</li> <li>★Carry extra supplies or snacks for O&amp;A</li> </ul>	<ol style="list-style-type: none"> <li>1. Must love helping others</li> <li>2. Must be very responsible</li> <li>3. Must be calm under pressure</li> </ol>
Payroll Department	<ul style="list-style-type: none"> <li>★Write out paychecks every week</li> <li>★Keep track of how much money each Plover has earned from his/her classroom job</li> </ul>	<ol style="list-style-type: none"> <li>1. Must love math</li> <li>2. Must work well with others</li> <li>3. Must be very responsible, organized and trustworthy</li> </ol>
Plover Store Manager	<ul style="list-style-type: none"> <li>★Open class store during lunch and choice</li> <li>★Collect payments and give correct change</li> <li>★Keep a record of purchases from the Plover Store</li> </ul>	<ol style="list-style-type: none"> <li>1. Must love math</li> <li>2. Must work well with others</li> <li>3. Must be very responsible, organized and trustworthy</li> </ol>
Recycled Materials	<ul style="list-style-type: none"> <li>★Take care of scrap paper baskets</li> <li>★Use electric scissors to cut cardboard into smaller pieces for projects</li> <li>★Keep bins of recycled materials organized</li> <li>★Keep recycling area tidy</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about recycling and taking care of our place</li> <li>2. Must be able to use tools safely and independently</li> <li>3. Must be organized and tidy</li> </ol>
Sanitation Commissioner	<ul style="list-style-type: none"> <li>★Clean sink and counter top</li> <li>★Replace towels as needed and let teacher know when the laundry basket is full</li> <li>★Wash tables once per week</li> <li>★Dust and wipe down shelves &amp; cubbies</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about stewardship and taking care of our place</li> <li>2. Must not be afraid of messes</li> <li>3. Must know how to clean sharpie and glue off tables</li> </ol>
Secretary	<ul style="list-style-type: none"> <li>★Update daily schedule</li> <li>★Erase white board when needed</li> <li>★Pass out and collect papers</li> <li>★Make birthday cards and thank you notes</li> </ul>	<ol style="list-style-type: none"> <li>1. Must arrive to school on time</li> <li>2. Must know general schedule</li> <li>3. Must know everyone's name and have good handwriting</li> </ol>
Substitute	<ul style="list-style-type: none"> <li>★Take over jobs of all absent students</li> <li>★Assist with jobs as needed</li> </ul>	<ol style="list-style-type: none"> <li>1. Must love helping others</li> <li>2. Must be flexible</li> <li>3. Must be responsible</li> </ol>
Technology Supervisor	<ul style="list-style-type: none"> <li>★Make sure iPads and laptops are put away properly and plugged into chargers</li> <li>★Help other Plovers post on student blog</li> <li>★Move and prepare projector as needed</li> <li>★Take photos and videos with iPad</li> <li>★Help with Student Blog</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be able to use technology appropriately</li> <li>2. Must work well with others</li> <li>3. Must be responsible</li> </ol>