

PLOVER CLASSROOM JOB POSTINGS

JOB TITLE	RESPONSIBILITIES	REQUIREMENTS
Appreciation Captain	<ul style="list-style-type: none"> ★Watch out for students showing leadership, citizenship, stewardship or scholarship ★Share observations at Closing Meeting ★Manage the “Make a Difference” board ★Cheer people up and give compliments 	<ol style="list-style-type: none"> 1. Must care about our community 2. Must be cheerful 3. Must be kind and generous
Assistant Teacher	<ul style="list-style-type: none"> ★Pass out and collect papers ★Help other students with assignments ★Take care of check-ins at the end of the day ★Encourage and remind classmates to get ready for next lesson or activity ★Deliver messages 	<ol style="list-style-type: none"> 1. Must be a role model 2. Must love learning 3. Must be respectful and helpful
Attendance Ally	<ul style="list-style-type: none"> ★Take attendance every morning ★Collect assignments for absent students ★Help explain assignments when absent students return to class 	<ol style="list-style-type: none"> 1. Must arrive to school on time 2. Must know everyone’s name 3. Must be responsible and helpful
Blogger	<ul style="list-style-type: none"> ★Report on projects and O&As on class blog ★Help other students contribute to the blog and make sure everyone gets a turn ★Take photos for blog, as needed ★Make sure all writing is perfect before publishing 	<ol style="list-style-type: none"> 1. Must be able to proofread 2. Must be able to use technology appropriately and responsibly 3. Must work well with others
Classroom Beautification Officer	<ul style="list-style-type: none"> ★Make sure our room is beautiful and tidy ★Take care of the tent ★Help with bulletin boards and decorations ★Inspect book cubbies and let others know when they need to clean out their cubby ★Collect and take care of Lost & Found 	<ol style="list-style-type: none"> 1. Must care about taking care of our place 2. Must be organized and tidy 3. Must be polite
Custodian and Waste Management	<ul style="list-style-type: none"> ★Monitor paper and mixed recycling ★Take out recycling and compost (with adult) ★Clean up outdoor ramp as needed ★Sweep classroom floor daily ★Turn lights on and off 	<ol style="list-style-type: none"> 1. Must care about recycling and taking care of our place 2. Must not be afraid of messes 3. Must be very responsible
DJ and Dance Party Director	<ul style="list-style-type: none"> ★Turn music on/off for AM Jobs & Quiet Time ★Play Clean Up Song ★Set up projector and video for Dance Parties ★Encourage everyone to participate ★Give awards for best dance moves 	<ol style="list-style-type: none"> 1. Must be enthusiastic 2. Must love music and dancing 3. Must be able to use technology appropriately and responsibly
Executive Director	<ul style="list-style-type: none"> ★Supervise all classroom jobs ★Remind & encourage others to do their jobs ★Award bonus pay for exceptional work ★Report to teacher if jobs are not done ★Helps with all other jobs when needed 	<ol style="list-style-type: none"> 1. Must be a role model 2. Must work well with others 3. Must be honest and helpful

Hallway & Lunch Box Patroller	<ul style="list-style-type: none"> ★Make sure lunch boxes are tidy in hallway ★Clean out basket at the end of the day ★Inspect hallway at the end of the day ★Clean up litter and Lost & Found ★Report graffiti or messes to teacher 	<ol style="list-style-type: none"> 1. Must care about stewardship and taking care of our place 2. Must be organized and tidy 3. Must not be afraid of messes
Librarian	<ul style="list-style-type: none"> ★Take care of classroom books & book bins ★Return lost books to the right place ★Take care of any books left out around room ★Help organize library books when it's time to return them 	<ol style="list-style-type: none"> 1. Must have a love of books 2. Must be organized 3. Must know where books belong
Materials Specialist	<ul style="list-style-type: none"> ★Keep supply baskets organized ★Sharpen pencils and colored pencils ★Take care of scrap paper baskets ★Monitor glue sticks, markers, tape, staplers, fancy paper and other supplies 	<ol style="list-style-type: none"> 1. Must care about stewardship and taking care of our place 2. Must know how to use pencil sharpener correctly 3. Must be organized
Paramedic	<ul style="list-style-type: none"> ★Carry first aid kit on all O&A and trips ★Take injured students to the Office ★Alert Becky or Office in case of emergency ★Carry extra supplies or snacks for O&A 	<ol style="list-style-type: none"> 1. Must love helping others 2. Must be very responsible 3. Must be calm under pressure
Payroll Department	<ul style="list-style-type: none"> ★Write out paychecks every week ★Keep track of how much money each Plover has earned from his/her classroom job ★Communicate with Executive Director and Teacher about bonus pay 	<ol style="list-style-type: none"> 1. Must love math 2. Must work well with others 3. Must be very responsible, organized and trustworthy
Pillow, Rug and Cushion Caretaker	<ul style="list-style-type: none"> ★Re-inflate cushions as needed ★Return pillows and cushions to the right spot at the end of the day ★Vacuum small rugs at the end of the day ★Make sure camp chairs are hung up properly and the pockets are cleaned out 	<ol style="list-style-type: none"> 1. Must care about stewardship and taking care of our place 2. Must know how to use a small vacuum and empty it 3. Must know how to use a hand pump for cushions
Sanitation Commissioner	<ul style="list-style-type: none"> ★Clean sink and counter top ★Replace towels as needed and let teacher know when the laundry basket is full ★Wash tables once per week ★Dust and wipe down shelves & cubbies 	<ol style="list-style-type: none"> 1. Must care about stewardship and taking care of our place 2. Must not be afraid of messes 3. Must know how to clean sharpie and glue off tables
Secretary	<ul style="list-style-type: none"> ★Update daily schedule ★Erase white board when needed ★Write homework assignment on board ★Make birthday cards and thank you notes 	<ol style="list-style-type: none"> 1. Must arrive to school on time 2. Must know general schedule 3. Must know everyone's name and have good handwriting
Substitute	<ul style="list-style-type: none"> ★Take over jobs of all absent students ★Assist with jobs as needed 	<ol style="list-style-type: none"> 1. Must love helping others 2. Must be flexible 3. Must be responsible
Veterinarian	<ul style="list-style-type: none"> ★Take care of Dinobaby and Dinobabybaby ★Clean up beanie babies and all stuffies at the end of the day ★Report damage or mistreatment to teacher 	<ol style="list-style-type: none"> 1. Must love stuffed toys 2. Must have a vivid imagination 3. Must be organized