

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"> ★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
Bank Teller and Payroll Department	<ul style="list-style-type: none"> ★Keep banking records for each Plover ★Collect payments and give correct change ★Keep a record of purchases from the Plover Store 	<ol style="list-style-type: none"> 1. Must love math 2. Must work well with others 3. Must be very responsible, organized and trustworthy
Cardboard Commander	<ul style="list-style-type: none"> ★Break down cardboard boxes for recycling ★Use electric scissor to cut cardboard into smaller pieces for projects ★Keep cardboard recycling area tidy 	<ol style="list-style-type: none"> 1. Must care about recycling and taking care of our place 2. Must be able to use tools safely and independently 3. Must be organized and tidy
Classroom Beautification	<ul style="list-style-type: none"> ★Inspect book cubbies and let others know when they need to clean out their cubby ★Collect and take care of Lost & Found ★Push in chairs 	<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
Hallway Patroller	<ul style="list-style-type: none"> ★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 ★Help organize library books when it's time to return them ★Change book displays and make recommendations to the class 	<ol style="list-style-type: none"> 1. Must have a love of books 2. Must be organized 3. Must know where books belong
Art Materials Specialist	<ul style="list-style-type: none"> ★Take care of scrap paper baskets ★Monitor glue sticks, markers, tape, staplers, fancy paper and other supplies ★Help wash paint brushes 	<ol style="list-style-type: none"> 1. Must care about stewardship and taking care of our place 2. Must know how to refill staplers and tape dispenser 3. Must be organized
Materials Specialist	<ul style="list-style-type: none"> ★Help pass out and collect papers ★Keep supply baskets organized ★Sharpen dull pencils every day ★Sharpen colored pencils every week 	<ol style="list-style-type: none"> 1. Must care about stewardship 2. Must know how to use pencil sharpener correctly 3. Must be organized
Meteorologist	<ul style="list-style-type: none"> ★Check weather app daily ★Write weather forecast on the board ★Announce weather forecast before Out & About days so students can dress appropriately 	<ol style="list-style-type: none"> 1. Must be comfortable with public speaking 2. Must love science 3. Must be able to use technology responsibly
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
Rug, Stuffedies 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 ★Clean up beanie babies and all stuffedies at the end of the day ★Vacuum small rugs at the end of the day 	<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
Technology Supervisor	<ul style="list-style-type: none"> ★Make sure iPads and laptops are put away properly and plugged into chargers ★Help other Plovers post on student blog ★Move and prepare projector as needed ★Take photos and videos with iPad 	<ol style="list-style-type: none"> 1. Must be able to use technology appropriately 2. Must work well with others 3. Must be responsible