

# Plover Classroom Job Postings

Job Title	Responsibilities	Requirements
Appreciation Captain	<ul style="list-style-type: none"> <li>★Watch out for students showing leadership, citizenship, stewardship or scholarship</li> <li>★Manage the “Make a Difference” board and Friday raffle</li> <li>★Help get the line quiet and then lead the line to recess and specials</li> </ul>	<ol style="list-style-type: none"> <li>1. Must care about our community</li> <li>2. Must be cheerful, kind and generous</li> <li>3. Must be able to walk silently in line</li> </ol>
Assistant Teacher	<ul style="list-style-type: none"> <li>★Take attendance every morning</li> <li>★Help other students with assignments</li> <li>★Fill in Ketchup Folder and explain assignments when absent students return</li> <li>★Deliver messages and pass out papers</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>
Classroom Beautification	<ul style="list-style-type: none"> <li>★Make sure lunch box area is tidy and 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>★Give out Clean Cubby awards and choose a magic scrap during clean up</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>
Closing Meeting Leaders	<ul style="list-style-type: none"> <li>★Choose a song or activity (if no dance party)</li> <li>★Get materials and projector ready</li> <li>★Make sure other students are ready to give job updates</li> <li>★Call on students during Closing Meeting</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</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>
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>★Update classroom Tower Of Books</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>
Morning Meeting Leaders	<ul style="list-style-type: none"> <li>★Choose a warm up and group activity</li> <li>★Get materials and projector ready</li> <li>★Make sure other students are ready to give job updates</li> <li>★Call on students during Morning Meeting</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>
Newspaper Reporter	<ul style="list-style-type: none"> <li>★Report on class events</li> <li>★Draw pictures and comics</li> <li>★Proofread all writing before publishing</li> <li>★Make copies of newspaper on Thursday and pass out newspapers on Friday</li> </ul>	<ol style="list-style-type: none"> <li>1. Must be able to proofread</li> <li>2. Must love writing and drawing</li> <li>3. Must be able to use technology responsibly</li> </ol>

Organization Officer	<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>★Organize 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 be organized</li> <li>3. Must know how to use pencil sharpener correctly</li> </ol>
Payroll Department	<ul style="list-style-type: none"> <li>★Write out paychecks every week</li> <li>★Distribute paychecks every Tuesday</li> <li>★Help Bank Tellers collect monthly rent payments</li> <li>★Help Laura pay bonuses</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>
Safety Sargent	<ul style="list-style-type: none"> <li>★Carry first aid kit on all O&amp;A and trips</li> <li>★Refill bandaids and Kleenex</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 calm under pressure</li> <li>2. Must love helping others</li> <li>3. Must be able to use technology responsibly</li> </ol>
Sanitation Commissioner	<ul style="list-style-type: none"> <li>★Clean sink and counter top</li> <li>★Take lunch tubs up to the lunch room before recess</li> <li>★Monitor paper and mixed recycling</li> <li>★Take out recycling and compost (with adult)</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 monthly calendar</li> <li>★Erase white board when needed</li> <li>★Pass out and collect papers</li> <li>★Make thank you notes</li> </ul>	<ol style="list-style-type: none"> <li>1. Must arrive to school on time</li> <li>2. Must know how to read a calendar and have good handwriting</li> <li>3. Must know everyone's name</li> </ol>
Stuffie and Cushion Caretaker	<ul style="list-style-type: none"> <li>★Clean up beanie babies and all stuffies at the end of the day</li> <li>★Re-inflate cushions as needed</li> <li>★Return pillows and cushions to the right spot</li> <li>★Vacuum couch</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 a small vacuum and empty it</li> <li>3. Must know how to use a hand pump for cushions</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>★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>
Wellness Coach	<ul style="list-style-type: none"> <li>★Lead class in stretching and other exercises throughout the day</li> <li>★Teach and lead calming strategies</li> <li>★Check on people who are feeling upset</li> <li>★Assist Rick with PE supplies and make sure recess equipment is put away properly</li> </ul>	<ol style="list-style-type: none"> <li>1. Must love exercising and being healthy</li> <li>2. Must be comfortable with public speaking</li> <li>3. Must be helpful and care about our community</li> </ol>