






Plover Classroom Job Postings

Job Title	Responsibilities	Requirements
 Appreciation Captain	<ul style="list-style-type: none"> ★Greet students when they come into the classroom in the morning ★Pick a "Plover Of The Day" to compliment at Morning Meeting ★Watch out for students showing leadership, citizenship, stewardship or scholarship ★Manage the "Make a Difference" board 	<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"> ★Take attendance every morning ★Help other students with assignments ★Fill in Ketchup Folder and explain assignments when absent students return to class ★Deliver messages 	<ol style="list-style-type: none"> 1. Must be a role model 2. Must love learning 3. Must be respectful and helpful
 Bank Tellers	<ul style="list-style-type: none"> ★Keep banking records for each Plover ★Accept money for deposits ★Pay out money for withdrawals ★Collect monthly rent payments 	<ol style="list-style-type: none"> 1. Must love math 2. Must work well with others 3. Must be very responsible, organized and trustworthy
 Bloggers	<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 work well with others 3. Must be able to use technology appropriately and responsibly
Classroom Beautification	<ul style="list-style-type: none"> ★Make sure lunch box area is tidy and clean out basket at the end of the day ★Inspect hallway at the end of the day ★Clean up litter and Lost & Found ★Give out Clean Cubby awards and choose a magic scrap during clean up 	<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
 Custodian and Waste Management	<ul style="list-style-type: none"> ★Monitor paper and mixed recycling ★Take out recycling and compost (with adult) ★Use vacuum to clean up spills ★Take lunch tubs up to the lunch room before recess 	<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
Librarian	<ul style="list-style-type: none"> ★Take care of classroom books & book bins ★Return lost books to the right place ★Update classroom Tower Of Books ★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
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

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
Morning Meeting Leaders	<ul style="list-style-type: none"> ★Choose a warm up and group activity ★Get materials and projector ready ★Make sure other students are ready to give job updates ★Call on students during Morning Meeting 	<ol style="list-style-type: none"> 1. Must be enthusiastic 2. Must be comfortable with public speaking 3. Must know everyone's name and arrive to school on time
Paramedic	<ul style="list-style-type: none"> ★Carry first aid kit on all O&A and trips ★Take injured students to the Office ★Alert Ginny or Office in case of emergency ★Carry extra supplies or snacks for O&A ★Refill bandaids and Kleenex 	<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 ★Distribute paychecks every Tuesday ★Help Bank Tellers collect monthly rent payments ★Help Laura pay bonuses 	<ol style="list-style-type: none"> 1. Must love math 2. Must work well with others 3. Must be very responsible, organized and trustworthy
Plover Store Manager	<ul style="list-style-type: none"> ★Open class store during lunch and choice ★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
Recycled Materials	<ul style="list-style-type: none"> ★Take care of scrap paper baskets ★Use electric scissors to cut cardboard into smaller pieces for projects ★Keep bins of recycled materials organized ★Keep 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
 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 ★Pass out and collect papers ★Make 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 ★Move and prepare projector as needed ★Take photos and videos with iPad ★Help with Student Blog 	<ol style="list-style-type: none"> 1. Must be able to use technology appropriately 2. Must work well with others 3. Must be responsible