

## CLASSROOM EMPLOYMENT OPPORTUNITIES

### Administrative Assistant

- ✓ Assists in daily tasks within the classroom
- ✓ Helper to the teacher

### Census Taker

- ✓ Takes attendance and lunch count each morning
- ✓ Passes out lunch cards

### Line Engineers

- ✓ Leaders of the respectful flow of a line
- ✓ Helps to follow stopping points and ensure all citizens are traveling safely.
- ✓ Turns off lights and shuts the door

### Postmaster

- ✓ Delivers letters and flyers to mailboxes

### Custodian

- ✓ Assists in clean-up during every transition

### Parking Attendant

- ✓ Puts up stools at the end of the day
- ✓ Checks that all chairs are put up in classroom and study room at the end of the day
- ✓ Checks that all SBAR and Read Aloud buckets, chairs, and pillows are parked in their designated spots

### Librarian

- ✓ Coordinates the organization and cataloging of books
- ✓ Puts away books put in the "Library Return" basket
- ✓ Dusts, cleans and organizes library shelves

### Inspector

- ✓ Assists in checking binders for expectations to get responsibility payment
- ✓ Assists in checking desks for expectations to get responsibility payment

### Banker

- ✓ Writes out weekly salary and attendance checks for all employees
- ✓ Manages end of the month "Bill Day"
- ✓ Passes out checks during the Morning Responsibility block

### Mechanic

- ✓ Inspects laptop carts after use
- ✓ Turns on and off the classroom computers each day
- ✓ Helps keep pencil sharpeners clean and working

### Recreation Director

- ✓ Organizes the indoor recess games and supplies
- ✓ Makes sure supplies and equipment are put away responsibly when doing group activities

### Transportation Director

- ✓ Writes down the buses when announced
- ✓ Takes notes to the office in morning

### Recycling Manager

- ✓ Helps insure recycling and trash (non-recyclables) are put in the correct bins
- ✓ Takes care of the food containers that need rinsing before recycling

### Office Supply Manager

- ✓ Keeps work supplies stocked, organized and maintained for use