

## **Classroom Jobs:**

**Boards Manager/Sub (1):** This person must erase the board during any breaks unless Miss Crachi says otherwise. At the end of the day, this person will also change the date on the board to the next school day's date.

**Counter Inspector (1):** This person will make sure the bookshelves are neat and in order. All books must be facing the right way, right-side-up, and standing up straight. No books should be anywhere else in the classroom. The clipboard and a pencil must be on top of the bookcase and anything else on the shelves must be neat as well. The paper compartment must be neat. He/she must also empty the pencil sharpener and sharpen the pencils for the book sign-out clipboard as needed. The counters must be clean at the end of the day and periodically throughout the day during breaks or lunch. The sink shouldn't be blocked; the counters should be clear and dry. He/she must also wipe off the sink and then dry it at the end of the day, if needed. He/she must also fill up the straw bin if necessary (extra straws are located under the sink). He/she must also keep the white tables clean and organized. He/she will also make sure the outside equipment is neatly put away.

**Cubby and Hook Inspectors (2):** These people will make sure that the cubby area is neat in the morning and at the end of the day. One person does #1-9 and the other does #10-17 (nothing should be in cubbies 18-24). BOTH cubbies need to be checked (each number has two cubbies). If things aren't neat, they need to inform the student who needs to clean it up. If things don't stay clean, tell Miss Crachi. At the end of the day, the cubby inspectors put anything left out in the hall area (our hooks) and on the floor in the cubby area into the lost and found.

**Desk Inspector (4):** These people will inspect the desks at the end of the day, to make sure they are neat inside. Nothing should be left on the desks overnight. If someone's desk is messy, put a messy desk magnet on their desk.

**Floor Inspector (1):** This person will make sure that the floor is clean. If not, he/she will tell the person who made a mess to clean it up. Anything left on the floor at the end of the day or in between classes goes into the lost and found. He/she will also need to pick up any large objects from the floor that are trash and dispose of them (and wash his/her hands afterward).

**Lost and Found Manager/Take-A-Number Manager (1):** This person will make sure the lost and found is empty every day. They will figure out whose things are in the lost and found in the morning. This person will put the take-a-number numbers back in order whenever we go through them all or after a period when they were used (check it during every break)..

**Messenger/2<sup>nd</sup> Sub (1):** This person will deliver anything Miss Crachi needs to have delivered to the office, library, other teachers, etc. This person may also pick up things for her. This person must pick up the amount of milk needed for lunch. Do not slam the lid shut. He/she must subtract for any absent people. Then they must record the amount on the milk sheet above the sink counter *neatly*. At the end of lunch, the milk managers must see if there is any milk left. If there is, they must figure out who didn't get their milk. Milk *cannot* be returned. The milk crate goes back under the sink when it's empty.

**Number Orderers (2):** These people will put all of the papers in number order (or page order, for math corrections), then put the papers in the Collected bin near my desk (bottom bin). Homework and corrections should be ordered as soon as the 7:55am bell rings. After tests, quizzes, etc., the paper collector will give the papers to a number orderer who will then do his/her job.

**Paper Collector (1):** This person will collect all papers that Miss Crachi needs to have collected and give them to the number orderer (unless Miss Crachi says otherwise). He/she will also help the Paper Passer, if needed.

**Paper Passer (1):** This person will pass out any papers that Miss Crachi needs to have passed out. Anything in the “pass out now” bin (in the front of the room near the front door) must be passed out automatically. “Pass out wait” means wait until Miss Crachi says to.

**Power Point Manager/Prayer Leader (1):** This person will be in charge of power point when needed. Do not touch the mouse unless Miss Crachi says to. Use the left (back) and right (forward) arrows on the keyboard or the up and down arrows. F5 starts the power point. Esc ends it. This person will pray every day for prayer requests, tests or quizzes that day, special events, and for anyone who is absent. He/she will also pray before lunch.

**Schedule Manager (1):** This person will change the schedule on the board to match the next day's schedule.