

Classroom Jobs	Students
<p>Attendance and day's date assistant Take attendance and lunch count every day. Write on the whiteboard who is absent. If I am absent, take the attendance to the office. Write the day's date on the whiteboard in front if I forget. Write the day's specialist and recess location.</p>	1
<p>Teacher's assistant Remind me about specialist/lunch/afternoon recess. Take out the fire drill bag and clipboard. Be my messenger. Be a sub for jobs when kids are absent. Help my sub if I am absent.</p>	1
<p>Waste remover Empty the pencil sharpener into the trash. Take the trash can and the recycle can up to the custodian's office and empty them into the bins there every day.</p>	2
<p>Distribute papers to students in class Count papers out by rows for students to pass back. Put collected papers in number order.</p>	2
<p>Return papers in the sorter Put papers into the correct slots for students to pick up and take home.</p>	2

<p>Bucketteers Carry the lunch buckets down to the gym. Bring them back to the room after lunch recess. Wash them out whenever they need it. In a real emergency evacuation, carry out the emergency kit.</p>	<p>4</p>
<p>Librarian Keep the books shelved correctly:</p> <ul style="list-style-type: none"> • fiction by initial of author's last name • nonfiction by category—social studies, art, architecture, science, math, technology <p>Keep the check-out pad up-to-date. Dust the shelves.</p>	<p>2</p>
<p>Line leader/Door holder Work together. Be in the front of the line leading the class. Hold the door and be at the end of the line.</p>	<p>2</p>
<p>Classroom Store Sell new pens (5 Kragen bucks apiece) to students who need them. Sharpen pencils in the "free" cup. Throw out used up pencils/pens.</p>	<p>1</p>

<p>Floor and chair monitors—front and back. Before we leave the room for lunch or at the end of the day, walk around the room and remind people to pick up their stuff--make sure there are no pens or pencils or trash left on the floor when we leave the room. Make sure all the chairs are pushed in at the end of the day.</p>	<p>2</p>
<p>Classroom cleaners.</p> <ul style="list-style-type: none"> ● Erase the big whiteboard. Use a baby wipe to wipe both marker trays clean. ● Wash the whiteboard erasers with soap and warm water. Dry them with a paper towel. Put them fuzzy side up by the sink to air dry the rest of the way. ● Wash the back counter, sink, towel dispenser, refrigerator, microwave, and all other washable items on the back counter. Dry them off with paper towels. ● Check that the art supplies are in the right bins. ● Dust the windowsills, the globe, the file cabinets, the paper cutter and the table under it, the printer, and the podium. ● Wash all the drawers and cabinet doors under the sink's counter. ● Wash the inside of the classroom door. ● Wash the outside of the classroom door. ● Wash the big white cabinet. 	<p>4</p>