**Classroom Jobs List**

1. **Assignment Record Keeper/Date Writer** 
   1. **1st period only.**
   2. Write the date on the board.
   3. Write the day's assignment on the calendar.
   4. Do this job during the warm-up.
   5. *If you have good handwriting, you would be great at this job.*
2. **Paper Distributor**
   1. Pass out papers from your class period's outbox.
   2. Do this job during the warm-up.
   3. Do this job automatically. You don't have to ask for permission.
   4. *You would be perfect for this job if you are independent.*
3. **Class Escort/Errand Runner**
   1. If a student is sent to another classroom or the dean's office, you will escort them there and will come back.
   2. If the teacher needs something brought to the office (or anywhere else in the school), she will ask you to bring it for her.
   3. *If you are responsible, you have a good chance of getting chosen for this job.*
4. **Homework Collector**
   1. Collect the notebooks from all students who did their homework during the warm-up.
   2. Give them to the teacher in alphabetical order.
   3. Hand them back to the students.
   4. *If you are good at alphabetizing, you should apply for this job.*
5. **Materials Monitor**
   1. Distribute materials to the class when they are on the front table or if the teacher asks you to.
   2. Collect the materials from each student when we are finished with them.
   3. Do this job automatically. You don't have to ask for permission.
   4. *You should do this job if you are organized.*
6. **Paper Collector and Alphabetizer**
   1. Pick up papers from the head of each column (or the inbox) and alphabetize them (a-z).
   2. Give them to the teacher in order.
   3. *This job is for you if you can alphabetize papers quickly.*
7. **Assignment Archive Manager**
   1. Put extra assignments and handouts in the day's file. (**6th period only**)
   2. Insert date labels for future files. If you finish your work early, ask teacher if you can do this job.
   3. *This job is great for students who usually finish their work early.*
8. **Pencil Sharpener**
   1. If the classroom pencils need to be sharpened, the teacher will ask you to do it.
   2. *Students that can get jobs done quickly should apply for this job.*
9. **Cleanliness Monitor**
   1. Make sure the room is clean at the end of the period. You don't have to do it yourself, you just have to make sure the other students do.
   2. Let the teacher know when the room is clean.
   3. *Apply for this job if you like to keep your space clean.*
10. **PAT Recorder**
    1. Keep track of the class's PAT time
    2. *You should apply for this job if you are good at keeping records.*
11. **Furniture Monitor**
    1. Keep track of the desks when they are moved for group work. Make sure they get back to the right place when the group work is completed. You don't have to do this yourself! Just help students remember where to put the desks.
    2. Drawing a diagram of the classroom is a good idea.
    3. *Good artists should apply for this job.*
12. **Desk Straightener**
    1. **6th period only.**
    2. Straighten the desks before you leave the classroom.
    3. *Students who have a class close by next period should do this job.*
13. **Board Eraser**
    1. **6th period only.**
    2. Erase the board at the end of the period before you leave the classroom.
    3. *Students need to be able to reach the whole board to do this job.*
14. **Desk Sanitizer**
    1. **6th period only.**
    2. Wipe off all of the desks and surfaces at the end of the period. You can get help from the class by giving each student a wipe and asking them to clean their desk.
    3. Do this job if you get done with your work early or when the teacher asks you to.
    4. *Students who hate germs should apply for this job.*
15. **Class Reporter**
    1. Make class announcements. The teacher will give you a written version to read.
    2. *If you are able to speak easily in front of a group, you should apply to be the class reporter.*

**\*If you can think of any other jobs that need to be done around the classroom, write a message with your idea and put it in Mrs. Harrison's mailbox.**

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| **Classroom Job Application**  ***\*First Time Applying\****   |  |  | | --- | --- | | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date \_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_ | List your top 5 job choices.  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Tell what experiences and strengths you have that would help you succeed at your chosen job.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Copy this pledge on the lines below:  I promise that if given ANY classroom job, I will perform it to the best of my abilities.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Tell what experiences and strengths you have that would help you succeed at your chosen job.  Use the back side of the application if necessary. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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