

## Classroom Job Descriptions

**Computer Monitor (1)**: Is responsible for turning on and off the computers daily.

**Gardner (1)**: Is responsible for watering the plant(s) on Monday, Wednesday, and Friday.

**Thursday Folder (1)**: Is responsible for checking signatures on Friday morning.

**Board Cleaner (1)**: Is responsible for cleaning the whiteboard at the end of each day. On Friday, they will have to remove all magnetic items from the board as well.

**Librarian (3)**: Are responsible for sorting the book baskets each day, checking that books are in the correct genre. On Friday: (1) Will wipe down all book shelves, along with their usual sorting. (2) Will return library books in the morning.

**Reporter (1)**: Is responsible for handing out papers.

**Classroom Managers (2)**: Are responsible for: running any classroom errands, helping out substitute teachers, and doing the job of anyone who is gone.

**Lunch (1)**: Is responsible for taking lunch count each morning. At the end of the day, they will hand out any lunch money slips and return the sticks to the basket.

**Planner Checker (1)**: Is responsible for checking that everyone has his or her planners at the beginning of the day. They will report any missing planners to Mrs. Jensen.

**Homework Checkers (2)**: Are responsible for checking that everyone has his or her homework in at the beginning of the day. They will report any missing homework to the class & Mrs. Jensen.

**Organizer (2)**: Are responsible for straightening up all of the “common areas” in the classroom at the end of each day.

**Calendar (1)**: Is responsible for changing the date each day. Will also share important or interesting facts.

**Pledge Leader (1)**: Is responsible for leading the class in the Pledge of Allegiance daily.

**Quotation Locator (1)**: Is responsible for finding and writing (or typing) a quotation each week. The quotation will be displayed outside of our door.

**Reporter’s Assistant (1)**: Is responsible for helping out that day’s Roving Reporter.

**Joke Master (1)**: Is responsible for sharing the “Joke of the Day” with the class during Check-In time.

**Line Manager (2)**: Are responsible for being the first and last people in line and then holding the door anytime it is needed.

**Pet Patrol (1)**: Is responsible for helping Mrs. Jensen care for the hermit crab.

**Supply Manager (1)**: Is responsible for handing out classroom supplies and manipulatives when needed.

**Pass Manager (1)**: Is responsible for handing back the bathroom passes at the end of each day.

**Electrician (1)**: Is responsible for turning off the classroom lights each time we leave the classroom. Is also responsible for turning off the lamps at the end of the day.