**Reminder!**

**Banker Duties**
- A banker keeps records for a single group of students (by table area). This person must be good at arithmetic and a person of the highest integrity.
- The banker will check selected accounts every Monday for accuracy. The banker will report any questionable transactions.
- All things math related may result in needing your assistance (eg- passing out math materials).

**Custodian Duties**
- A custodian keeps a specific area of the classroom spotless.
- Each custodian will be responsible for all surface areas, trash, and floors.
- Custodians are responsible for cleaning checks during all transition periods.
- With approval, the custodian may initiate cleaning charges for repeat offenders. Not to exceed 20.00 dollars and recorded by an officer.

**Reminder!**

**Grader Duties**
- A grader will be responsible for correcting/grading papers in certain subject areas and for objective work only (multiple choice, True/False, fill in the blank, etc).
- The grader will check the brown box at 2:30 to see if any papers are to go home or need to be sorted.
- The grader will sort and pass out papers on Monday or Tuesday.

**Police Officer Duties**
- The officer has a book with the names of all the students in his/her jurisdiction. If a student breaks any of the class or school rules, as indicated by the teacher, the officer keeps a record of that infraction in the book.
- The officer helps the teacher collect all the fines that students pay for breaking rules. The officer will also monitor the restroom and assist with any possible bullying situations.

**Reminder!**

**Editor Duties**
- Editors are responsible for a bi-weekly publication of a class newsletter.
- The editing team is responsible for the publication of at least two pieces of student writing represented in the class newsletter.
- The editing team is also responsible for including at least one survey for students to complete and view results of, via the newsletter (Survey Monkey is an easy choice).

**Librarian Duties**
- The librarian will maintain an up-to-date list of classroom library inventory, as requested.
- The librarian will be responsible for book repairs needed.
- Librarians will be responsible for a designated portion of the library for cleaning and accuracy purposes.
- The librarian will return library books to the school library and create a routine for this to be more efficient and smooth.