

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).



Reminder!

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.



Reminder!

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).



Reminder!

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.

