

Reminder!

Teacher Assistant Duties

- ⊙ This student will take attendance in the morning, check for parent signatures on agendas as directed by the teacher, and perform any other tasks as requested by the teacher.
- ⊙ This student will create an efficient system for collecting lunch selections for the day.
- ⊙ This student will make sure the labeled material bins are in order (eg- pencils vs. pens bin).



Reminder!

Technology Monitor Duties

- ⊙ This student will be responsible for setting up equipment for lessons or presentations.
- ⊙ This student will be responsible for reporting any laptop problems via Schoolstation. General laptop assistance may be required as well.
- ⊙ This student will also collect laptops left behind at the end of the day and safely secure them in our locked drawer for a week.



Reminder!

Hospitality/Emergency Duties

- ⊙ This student will be responsible for all work/communication missed for absent students. A routine should be established so returning students know how you can be of assistance.
- ⊙ This student will also be responsible for cleaning the board and opening and closing doors as needed.
- ⊙ This student will be our contact person for all emergencies, including collecting our file.



Reminder!

Environmental Duties

- ⊙ The environmentalist takes care of our classroom pet fish.
- ⊙ This environmentalist will be responsible with maintaining our newly launched school-wide recycling guidelines.
- ⊙ The environmentalist can charge fees ranging from 5-10 dollars for errors in the recycling bins (if the student can correctly be identified or witnessed).
- ⊙ The environmentalist can set up nature-based activities for viewing.



Reminder!

Substitute Duties

- ⊙ The substitute performs jobs for absent employees.
- ⊙ The substitute will be responsible for the organization of the back-pack area only if a substitute position is not in use.
- ⊙ The substitute is responsible for the recess equipment. This includes creating a routine and/or removal of certain materials that are not being cared for properly.



Reminder!

Part-Time Income

- ⊙ Make sure all textbooks are put up and in their proper place.
- ⊙ Make sure the backpack closet is orderly and in shape. Based on performance, this position can become full-time with full-time pay.
- ⊙ Check all chair sacks. Only the following are permitted: reading and writing notebook, white board, and headphones. Full-time potential.
- ⊙ Check all desks and inform students of their 50 dollar fine for unkept desks.

