

Classroom Jobs:

Boards/Exiting/Second Sub (1): This person must erase the board during any breaks unless Miss Crachi says otherwise. He/she may be asked to clap the eraser outside during recess. This person will also change the date on the chalkboard at the end of the day, changing it to the next school day's date. This person will be at the end of the line and turn out the lights when they leave the classroom and make sure the doors are shut. If Miss Crachi is staying in the room, the lights can stay on and the front door can be open.

Counter Inspector Sub (1): This person will make sure the bookshelves are neat and in order. All books must be facing the right way, right side up, and standing up straight. No books should be anywhere else in the classroom. Also, he/she has to make sure that the clipboard and a pencil are on top of the bookcase. The stack of "Help Teacher" sheets, index cards, and anything else on the shelves must be neat as well. He/she must also empty the pencil sharpener. This person must also sharpen the pencils for the book sign-out clipboard and prayer requests. This person will make sure the computer table is neat, chairs are pushed in, and will log off the computers at the end of every day. This person will make sure the counters are clean at the end of the day and periodically throughout the day during breaks or lunch. The sink shouldn't be blocked; the counters should be clear and dry. He/she must also wipe the sink off with the sponge and then dry it at the end of the day, if needed. He/she must also fill up the straw bin if necessary. This person must also keep the white table neat. He/she will also make sure the outside equipment is neatly put away.

Desk Inspector (2): Each desk inspector will inspect one or two groups of desks. These people will inspect the desks at the end of the day when the second bell rings at 2:50pm, to make sure they are neat inside. Nothing should be left on the desks overnight. If someone has a messy desk, they need to be given a citation. Put the date of the next day on the citation and their name. Put the reason for the citation on the back.

Floor Inspector (1): This person will make sure that the floor is clean. If not, he/she will tell the person who made a mess to clean it up. Anything left on the floor at the end of the day or in between classes goes into the lost and found. He/she will also need to pick up any large objects from the floor that are trash and dispose of them (and wash his/her hands afterwards).

Locker Inspector (1): This person will make sure that locker area is neat in the morning, during snack break, lunch, and at the end of the day. If things aren't neat, he/she needs to inform the student(s) who needs to clean it up. At the end of the day, at 2:50 (when the bell rings), locker inspectors put anything left out in the hall area into the lost and found.

Lost and Found Manager (1): During homeroom, after prayer, this person will hold up each item in the Lost and Found to see whose it is. Anything not claimed will go in the store, garbage, or to wherever Miss Crachi says it should go.

Messenger (1): This person will deliver anything Miss Crachi needs to have delivered, to the office, library, other teachers, etc. This person may also pick up things for her.

Milk Manager (1): The milk manager must pick up the amount of milk needed for lunch. Do not slam the cooler lid shut. He/she must subtract for any absent people. He/she must then record the amount on the milk sheet above the sink counter *neatly*. The milk manager should stand next to the bin and wait until it's empty. If it's not, he/she must figure out who didn't get their milk. Milk *cannot* be returned.

Music Manager (1): This person will be in charge of operating the stereo during worship.

Number Orderer (1): This person will put all of the papers in number order (or page order, for math corrections). Then they put the papers in the collected bin near my desk (bottom bin). Homework and corrections should be ordered as soon as the 8:10am bell rings. After tests, quizzes, etc., the paper collector will give the papers to the number orderer who will then do their job.

Paper Collector (1): This person will collect all papers that Miss Crachi needs to have collected and give them to the number orderer (unless Miss Crachi says otherwise).

Paper Passer (1): This person will pass out any papers that Miss Crachi needs to have passed out. Anything in the pass out bin must be passed out automatically unless Miss Crachi says otherwise (usually only with packets or instructions for subjects).

Power Point Manager (1): This person will be in charge of power point for worship, extra credit, and anything else needed. Do not touch the mouse. Just use the left (back) and right (forward) arrows on the keyboard.

Prayer Leader (1): This person will pray every day for prayer requests in the box, any tests or quizzes that day, any special events, and anyone who is absent. They will also pray at lunch. They will lead the three pledges and school verse on Thursdays.

Take-A-Number Manager (1): This person will put the take-a-number numbers back in order whenever we go through them all or at the end of the period.