

Classroom Responsibilities

Job	Responsibilities
Teacher Helper [1]	<ul style="list-style-type: none"> ● Takes lunch count ● helps teacher with things that are needed
Messenger [1]	<ul style="list-style-type: none"> ● takes lunch count to office ● runs errands, takes messages picks up printing from printers, etc.
Calendar & Schedules [1]	<ul style="list-style-type: none"> ● updates classroom calendar ● changes the CATS schedule ● informs teacher of changes needed to daily schedule and date on board
Mail [2]	<ul style="list-style-type: none"> ● Checks PAPERS TO GO HOME tray ● puts all mail into students' mailboxes
Librarians [2]	<ul style="list-style-type: none"> ● return books to IC as needed ● check class library, returns books to correct bins and straighten as needed
Line Leader [1]	<ul style="list-style-type: none"> ● Leads the line – always first student in line ● Changes sign outside door telling others where we have gone
Door Holders [2]	<ul style="list-style-type: none"> ● take turns holding classroom door in/out ● hold doors going to lunch, out to recess, etc.
Paper Passers [2]	<ul style="list-style-type: none"> ● assist with passing out papers in class ● helps pass out books if needed ● helps pass out materials if needed

<p style="text-align: center;">Basket Carriers [2]</p>	<ul style="list-style-type: none"> ● carry lunch baskets to and from lunch ● make sure all lunch boxes out after lunch ● wipe out baskets if get too dirty
<p style="text-align: center;">Cheetah Checker [1]</p>	<ul style="list-style-type: none"> ● Takes paws voting bags down to lobby jars ● Put up CLASS Cheetah paws ● alert Teacher to need for more paws in class holder ● Assists when calling BINGO board
<p style="text-align: center;">Sub</p>	<ul style="list-style-type: none"> ● Acts as substitute if someone is absent or unable to do their job
<p style="text-align: center;">Class Ambassador</p>	<ul style="list-style-type: none"> ● Greet visitors to our classroom ● Asks visitors if they have questions; can give brief explanation of what we are currently doing ● Assists students returning to class to update them on what they missed/we are doing
<p style="text-align: center;">VACAY</p>	<ul style="list-style-type: none"> ● on VACATION (no job this week!)