

JOB DESCRIPTIONS

JOB: Paper-Passer-Outer (3 spots per class)

Responsibilities:

- Helps pass out worksheets and other handouts during class

Necessary Skills:

- Will do their job enthusiastically and won't mind having to get out of their seat to pass papers out
- Ability to work well with the other paper passer-outers, no matter who they are
- Will be quick and efficient

JOB: Paper Returner (3 spots per class)

Responsibilities:

- Passes back graded papers from the "outbox"
- Does not distract others in the class when passing these papers back
- Checks the outbox EVERY DAY

Necessary Skills:

- *****Remembers to check the outbox regularly without Mr. Lischwe asking*****
- Can pass papers back quietly so that other students are not disturbed

JOB: Homework Collector (1 spot per class)

Responsibilities:

- Walks around the room to collect homework from each student after we have graded it and turns it in
- Checks to make sure everybody put their name

Necessary Skills:

- This can NOT be somebody that is lazy – you will have to collect homework almost every day!
- Will not be too shy to ask someone to put their name if they have forgotten it
- Can pick up papers without being a distraction

JOB: Folder Alphabetizer (1 spot per class)

Responsibilities:

- On days when I pass back quizzes, this person takes the quiz folders from the crate and passes them out to each student.
- After we finish going over the quiz, they collect each student's quiz folder and alphabetize them before putting them back in the crate

Necessary Skills:

- Is organized
- Can multitask – listen to the teacher and organize at the same time

JOB: Homework Writer (Homeroom only) (1 spot)

Responsibilities:

- Copies the homework from the purple calendars to the weekly homework chart before class starts
- Writes the homework legibly so that anyone could read it from their desk

Necessary Skills:

- Has neat handwriting
- Usually gets to homeroom period a minute or two early

JOB: Special Schedule Writer (Homeroom only) (1 spot)

Responsibilities:

- Writes the entire special schedule on the back whiteboard on Enrichment Wednesdays or other "wacky schedule" days

Necessary Skills:

- Has neat, legible handwriting
- Is willing to take several minutes to write out the entire schedule!

JOB: Whiteboard Material Collector (3 spots) (6th period only)

Responsibilities:

- This team of 3 people will collect all of the whiteboards, markers, and erasers at the end of 6th period and put them back neatly in the whiteboard cabinet

Necessary Skills:

- Must work and communicate well with the other people in the team so that the materials are collected in the most efficient way possible!
- Will look inside the desks to make sure all materials are collected.

(Job Application on back!!!)

(On this page, you may apply for as many or as few jobs as you want! If applying for multiple jobs, you should also say which job would be your first preference, second preference, etc.)

JOB APPLICATION

Name: _____

Period: _____

I am applying for the following job: _____

I think I would be good at this job because:

JOB APPLICATION

Name: _____

Period: _____

I am applying for the following job: _____

I think I would be good at this job because:

JOB APPLICATION

Name: _____

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