

JOB DESCRIPTIONS

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

Responsibilities:

- Helps pass out worksheets and other handouts during class

Necessary Skills:

- Willingness to be active and get out of your seat from time to time
- Ability to work well with the other paper passer-outers, no matter who they are

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
- Knows everybody's name

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: Tape Patrol (2 people per class)

Responsibilities:

- Notices whenever the floor tape is peeling, pulls up the peeled tape, scrubs the floor clean, and replaces the tape

Necessary Skills:

- Does not mind physical work – scrubbing the floor is tiring!
- Will be dedicated to the job, and be willing to fix the tape whenever they see it is peeling

JOB: Folder Alphabetizer (1 person per class)

Responsibilities:

- On days when I pass back quizzes, this person collects each student's quiz folder and alphabetizes them by last name before putting them back in the crate

Necessary Skills:

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

JOB: Whiteboard Cabinet Organizer (1 person per class)

Responsibilities:

- Helps make sure the whiteboard cabinet is straightened and organized after we have used them and put them back during class

Necessary Skills:

- It should be a person who likes things neat and orderly. If you find organizing and straightening things to be a satisfying feeling, then this job is for you!

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

Responsibilities:

- Copies the homework for both classes from the purple calendars to the weekly homework chart before class starts or during announcements
- Writes the homework legibly so that anyone could read it from their desk

Necessary Skills:

- Has neat handwriting
- Usually gets to 1st 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 APPLICATION

Name: _____

Period: _____

I am applying for the following job: _____

I think I would be good at this job because:

JOB APPLICATION

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Period: _____

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