

## Classroom Jobs

Classroom jobs effectively serve multiple purposes in the classroom, and are appropriate for all grade levels. If we want to teach children to be responsible, we have to trust them with responsibilities. Classroom jobs are an effective way to enlist students in the duties of running a classroom, promote positive behavior, and ensure that all students feel welcomed and valued in the classroom.

### Purposes of Classroom Jobs

Making classroom procedures more efficient	From attendance, to lunch count, to collecting homework and passing out papers – nearly every procedure you can execute yourself, you can also create a classroom job to delegate. Teachers who manage this the most effectively find that their classrooms end up running themselves, freeing them up to focus primarily on instruction.
Help create a welcoming environment	Classroom jobs are an important component of creating a welcoming environment for students. Students feel an increased sense of belonging and purpose when given responsibility in the classroom, leading to an increased likelihood that students will take risks in striving for the Big Goal. Furthermore, having a “Classroom Welcomer” who is responsible for greeting new students and showing them the ropes contributes directly to building a welcoming environment.
A tool for managing behavior	Many teachers have found that classroom jobs are the perfect motivator for students who struggle with behavior issues. Making positive classroom behavior a non-negotiable for attaining and holding a classroom job can provide students with the extra incentive to help them self-monitor their behavior, which in turn relieves some of the pressure from the consequences system, which ceases to serve as the sole motivator for positive behavior.

### Tips for Managing Classroom Jobs

Explicitly state job expectations upfront	The more work you put in upfront establishing clear expectations for classroom jobs, the more time you'll save later in not having to closely manage these positions. Clearly explain the exact responsibilities for each job, the compensation (if any), and processes in place for quality assurance. See below for sample classroom job descriptions
Have students train one another to do classroom jobs	Instead of training each student who is taking on a new classroom job, give this responsibility to the outgoing student manager. Schedule time outside school or set aside time during your day for this transition to take place. Instruct new student managers to direct all of their job-related questions to the student they replaced. With this system, you will only need to train a student for each job one time – at the beginning of the year.
Have students apply for classroom jobs	Instead of randomly assigning classroom jobs to students, institute a system that requires them to research the job they want, fill out a formal application, secure recommendations from other teachers, and formally interview with you. This process can increase student investment in the classroom jobs, and serve as important professional development for students.

<p>Link classroom jobs to a classroom economy</p>	<p>Many teachers link their classroom jobs system to a classroom economy – paying each classroom manager a weekly salary, providing bonuses for exemplary performance, docking pay for failing to meet expectations, etc.</p>
<p>Designate an “Executive Manager” to manage all classroom jobs</p>	<p>Jennifer Freeman, '05 Atlanta, has experienced success implementing an “Executive Manager” in her classroom. This student is responsible for interviewing and hiring for all open classroom jobs, training all student managers, managing payroll, and firing students who are not performing up to expectation. This position takes even more of the responsibility for managing classroom jobs out of Ms. Freeman’s hands.</p>

Possible Classroom Jobs			
Messenger	Materials Manager	Classroom Librarian	Phone Manager
Greeter	Popsicle Stick Manager	Line Leader	Board Eraser
Door Manager	Gardner	Pet Caretaker	Lunch Count Manager
Paper Manager	Consequence Tracker	Attendance Taker	Word Wall Manager

## Sample Classroom Job Application

*Principles of Technology*

**Mrs. Neff**

*Room 214*

## Classroom Job Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Period/Color: \_\_\_\_\_

[A] Position applying for: (please circle)

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Binder Manager  
Paper Manager  
Attendance Manager  
Word Wall Manager

[B] Please list any other jobs, experiences and/or situations that qualify you for the classroom job:

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[C] On a separate sheet of paper (preferably typed) write a 2-3 paragraph essay answering the questions below that coordinate with the position(s) for which you are applying:

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1. How do you plan to organize your time in and out of class time to be sure the binder is kept current? [Binder Applicant ONLY]
2. How do you intend on keeping confidential any knowledge of student grades you may see while passing out papers? [Paper Manager Applicant ONLY]
3. How will you maintain your integrity while being responsible for recording student absences and tardies? [Attendance Applicant ONLY]
4. What creative or functional ideas do you have to make the word wall as easy to read and use for your fellow students as possible? [Word Wall Applicant ONLY]
5. Why do you think you can handle the added responsibility of this classroom job? [All Applicants]
6. What qualities do you have that make you the most qualified applicant for this position? [All Applicants]

[D] Write your name legibly on the line after "I", and sign your name below the paragraph if you agree to the terms of employment.

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I, \_\_\_\_\_ have read the description of this position, understand how I will be compensated, and agree to fulfill the responsibilities of the position I have applied for, if hired. I understand that if I should fail to live up to these expectations, and/or am continually absent from class, that Mrs. Neff has the right to hire someone to replace me. I agree to be dependable, honest, trustworthy, confidential, and diligent in all of my classroom job responsibilities.

X \_\_\_\_\_

Date: \_\_\_\_\_

## Sample Classroom Job Recommendation Form

*Principles of Technology*  
**Mrs. Neff**  
*Room 214*

## Classroom Job Teacher Recommendation

\_\_\_\_\_ is applying for a classroom job in Mrs. Neff's *Principles of Technology* class. Due to the importance of this position, you are being asked to recommend this student and attest to his/her character. The following characteristics are those which are central in the hiring process:

- Honesty
- Dependability
- Diligence in work ethic
- Trustworthy
- Not frequently absent

Please write a note based on your experience with this student and his/her ability to live up to those central characteristics mentioned above. Please site as many specific examples as possible. You may feel free to use the back of this page, if necessary. Please sign the bottom of the page and return it to my mailbox (#94) as soon as you are able.

Thank you for your time and attention!

- Mrs. Neff

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X \_\_\_\_\_ Date: \_\_\_\_\_

Subject(s) you teach: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

*Sample Classroom Job Descriptions*

# BINDER MANAGER

## Maintaining the Classroom Binder

You are generally responsible for keeping a record of what exactly the class has done every day. If someone was absent they should be able to go to the binder and easily understand what they need to do to catch up without asking me, you, or anyone else. The class binder should be a replica of what every student should ideally have in their own binders. You will be responsible for meeting with Mrs. Nedd independently to be briefed on job specifics. You will be compensated with 40 bonus points at the end of your 9 week commitment.

Some of these responsibilities include:

- Type, rewrite clearly, or photocopy all class notes
- Put in extra copy of all class worksheets
- If an assignment was out of the book, list all numbers and instructions
- Record every homework assignment given (only questions, not answers)
- Keep all copies of lab worksheets w/coordinating book page #
- Put in an extra copy of all quizzes and tests

# ATTENDANCE MANAGER

## Attendance and Student Make-Up Work

You are generally responsible for recording class attendance and tardies, as well as gathering the make-up work for those who are absent. You will put the students names on any make-up worksheets/labs and place it in the student binder before class is over. You will be responsible for meeting with Mrs. Neff independently for a specific tutorial of your responsibility. You will be compensated with 30 bonus points at the end of your 9 week commitment.

# WORD WALL MANAGER

## Maintaining Class Vocabulary and Definitions

You are generally responsible for daily writing on word wall paper all new class vocabulary words, and posting them on the wall. Once a week, you should also put all coordinating definitions (typed) on the adjacent wall, and record both vocabulary words as well as definitions in the vocabulary section of the class binder. You will be responsible for meeting with Mrs. Neff independently to review job specifics. You will be compensated with 30 bonus points at the end of your 9 week commitment.

# PAPER MANAGER

## Distribution and Collection of Class Materials

You are generally responsible for passing out all class papers. Additionally, you may be asked to assist Mrs. Neff in distributing classroom and lab materials. You will be responsible for meeting with Mrs. Neff independently to review job specifics. You will be compensated with 20 bonus points at the end of your 9 week commitment.

Example: 9<sup>th</sup> Grade Algebra

### *G.A.M.E. Leadership Team Positions*

**Vice President of Operations:** (pay - \$25/day) This person is Ms. Grier's right hand. You must be **very** responsible, have good attendance, and exemplary behavior. Your primary job is to take great notes in class, collect handouts, and place them in the absentee folder. When an absent student returns to school, you will be responsible for directing them to the absentee folder to retrieve missed work. You will also be responsible for any miscellaneous tasks assigned by Ms. Grier. Those may include running errands, monitoring the class, handling duties of an absent director, etc.

#### **\*\*\*Board of Directors\*\*\***

**Director of Distribution:** (pay - \$15/day) This person is responsible for distributing all materials during class. You must be responsible, non-disruptive, and have great behavior.

**Director of Math Literacy:** (pay - \$20/day) This person is responsible for writing down the new words that we learn and placing them on the Math Lingo Wall daily. You must be responsible, have good attendance, have neat handwriting, and good behavior.

**Director of Maintenance:** (pay - \$15/day) This person is responsible for setting up the room for the next class to come in. This includes clearing the board if necessary, picking up any excess trash on the floor, and ensuring that desks are back in proper position. If you have this job in 7<sup>th</sup> period, you will need to clean the marker board with solution as well before leaving for the day.

**Director of Finance:** (pay - \$20/day) This person is responsible for handling Grier Bucks. Your duties will include: paying the Board of Directors on Pay Day (every other Friday), keeping track of Grier bucks during class, and paying classmates as directed by Ms. Grier. You will periodically verify the balance in each classmate's checkbook as directed by Ms. Grier. You must be **very** responsible, **honest**, have great attendance and exemplary behavior.

**Directors of Communication:** (pay - \$20/day) These two people will be responsible for putting together our monthly newsletter that will communicate information to our parents and peers. You will collect information from your classmates for possible featuring in the bi-monthly newsletter. You will also be responsible for preparing the one paragraph summary of what we have learned that month to be featured for your class period in the monthly issue. You must be punctual, incredibly responsible, well behaved, take good notes, and have great attendance.

**Director of Merchandise:** (pay - \$15/day) This person is responsible for setting up the merchandise for the monthly class auctions, giving descriptions aloud to classmates, and running the auction. You must be responsible, have good attendance, and have a good speaking voice.

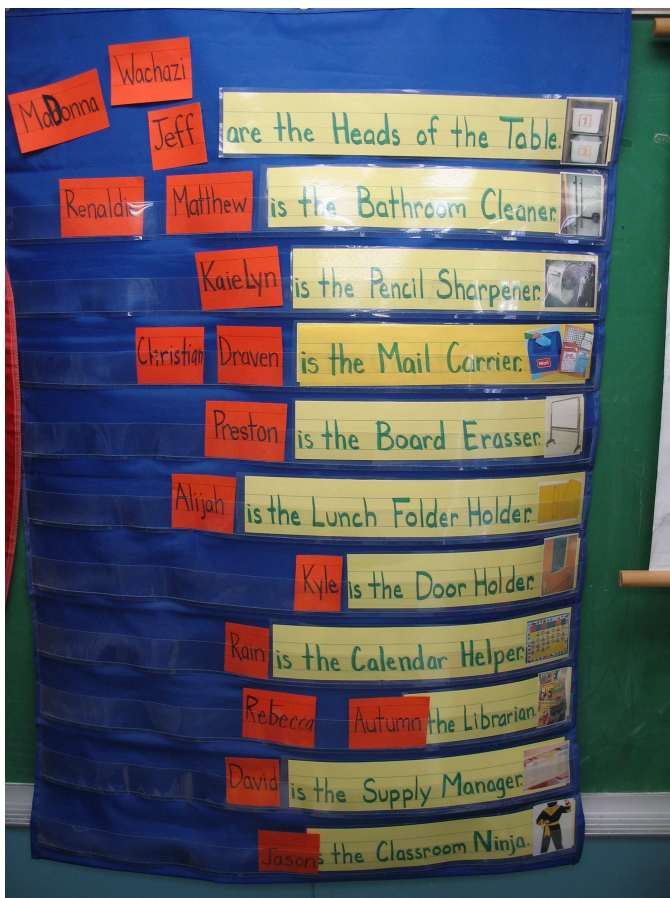
**Director of Organization:** (pay - \$20/day) This person is responsible for filing all papers from the outbox in student folders. You will also change the board of directors to reflect the leaders in your class upon your arrival.

to the classroom. You will make sure that all sign-in/sign-out sheets are up to date and accessible to students. You must be **punctual**, responsible, honest, have good attendance, and good behavior.

**Director of Technology:** (pay - \$15/day) This person is responsible for setting up all technological equipment required for a class period as instructed by Ms. Grier. This may include, but is not limited to, setting up the overhead, preparing the TV/DVD/VCR for showing, distributing calculators, or playing the music as directed. You must be **punctual**, responsible, have good attendance, and good behavior.

**\*\*Please note, it is possible to receive a RAISE in pay by performing your job with excellence! Similarly, failure to fulfill the responsibilities and duties of your position in a satisfactory manner may result in salary cuts or termination at any time.\*\***

**Example: 1<sup>st</sup> grade**



- **Heads of Table:** At each of the 4 tables, the Head of the Table makes sure that all others are on-task and moving quickly when I give an instruction. They remind others to sit correctly and model for their table exactly what each student should be doing at a given time.
- **Bathroom Cleaner:** At the end of each day, makes sure that there are no paper towels on the floor and the toilets are flushed.
- **Pencil Sharpener:** Checks the "Broken pencils" jar each morning and sharpens and returns pencils to the correct location.
- **Mail Carrier:** We have a school-wide mail system, where classrooms are assigned "zip codes" and students can send mail to one another among classrooms. At the end of the week, the Mail Carrier empties our classroom outbox by taking all the mail down to the main mailbox in the office to be sent.
- **Board Eraser:** Erases all white boards at the end of each day.
- **Lunch Folder Holder:** Carries the lunch folder to the lunchroom and sets it on our class's table to help the person on lunch duty to take attendance.
- **Door Holder:** Stands at the front of the line and opens/holds the door for the rest of the class. This job usually involves a large amount of high-fiving each student as/if they walk quietly and correctly in the line and through the door.
- **Calendar Helper:** Changes the date during out morning meeting and leads the class in counting days/saying the date.
- **Librarian:** Straightens up the library each day, ensuring that books are not only neat, but replaced correctly in each box so they are easy to find each day
- **Supply Manager:** Hands out supplies/gets stations ready as asked.
- **Classroom Ninja:** Does whatever I say as quickly and quietly as possible.



Example: 7<sup>th</sup> grade science

### Managers (Science)

Job Title	Job Description	Amount of Tickets (per week)
Attendance	<i>Takes attendance at the beginning of class</i>	5
Popsicle-Cup	<i>Pulls popsicle sticks out to call students during class</i>	5
Electrician	<i>Turns lights on/off , Controls remote, and computers</i>	2
Paper Assistant	<i>Passes out papers and collects papers</i>	4
Lab Assistant	<i>Passes out lab notebooks and helps set up lab</i>	3 (per lab)
Folder	<i>Passes out and collects folders</i>	7
Filer	<i>Files papers in student portfolios</i>	5 (per day)
Board Manager	<i>Keeps track of RESPECT, changes Student/Teacher time, and changes info if necessary</i>	5
Bulletin Board Designer	<i>Puts up Bulletin Boards</i>	5 (per board)
Herpetologist	<i>Feeds, cleans, and takes care of Lil Buddy</i>	5 (per day)
Executive	<i>Pays managers, fills in for absent managers, runs errands, and keeps track of managers</i>	5 (plus extra for filling in and errands)
Clean-Up	<i>Straightens desks, picks up paper, and cleans up after each class</i>	2 (per day)
Grader	<i>Comes after-school to grade papers</i>	3 (per day)
Peer Tutor	<i>Stays on tutorial days to help tutor other students</i>	4 (per day)
Homework	<i>Takes up homework and punches HOT cards</i>	4 (per week)
Private Investigator	<i>Keeps track of warnings and punches Positive Behavior card at the end of the period</i>	5 (per week)

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 Manager Application

Name: \_\_\_\_\_

Job(s) Interested in:

(1<sup>st</sup> Choice)

(2<sup>nd</sup> Choice)

(3<sup>rd</sup> Choice)

Answer the following questions (on the back of this sheet of paper):

1. Why do you want to be a manager in my classroom?

2. What skills/characteristics would make you a good manager?