

Jobs Descriptions

Banker

- Takes in cash deposits
- Balances customers' ledgers
- Hands out paychecks or cash
- Collects fines/payments

Clerk

- Passes and collects papers
- Stamps and dates papers to be sent home
- Staples paper
- Organizes supplies

Concierge/Host

- Welcomes classroom visitors
- Opens and closes door
- Monitors use of Hall Passes

Equipment Manager

- Picks up and Drop-off P.E. equipments
- Takes care of classroom equipments (Computer, Art Supplies, etc.)

Fitness Instructor

- Leads class in P.E. Warm-ups

Gardener

- Waters plants and clean sink/area

Historian

- Reads history of the day

Post Master

- Passes out Parent Communication Letters/Flyers from the office

Librarian

- Sorts and arrange Classroom books
- Picks-up and Drop-off Library Books
- Maintains the Listening Center

Messenger

- Takes Attendance Record to the Office
- Picks up/takes paper and other supplies to/from the Office
- Escorts sick students to the Nurses Office

Meteorologist

- Reports today's weather

Music Director

- Leads in the Pledge of Allegiance and a patriotic song

Secretary

- Writes the date on the board
- Announces Idiom of the Day
- Counts attendance
- Answers Phone
- Erases dry erase board at the end of the day

Security Officer

- Writes tickets to class rules violators
- Tally offenses
- Turns in correct paper work to the CEO by the end of each month