

# Online - **Jobs Descriptions**

## **Bankers**

- **Log-in deposits**
- **Balance customers' ledgers**
- **Hand out salary**
- **Collect fines/payments**

## **Concierge/Hosts**

- **Greet online classroom visitors**
- **Must have a friendly personality**

## **Fitness Instructors**

- **Lead class in P.E. during Zoom**

## **Gardeners**

- **Introduce plant to class.**
- **Take care of classroom plants**

## **Historian**

- **Reads history of the day**

## **Librarians**

- **Assist peers with online books and resources for readings and projects**
- **Must be familiar with Google Classroom and Ms. Habunal's Website**

## **Messengers**

- **If a classmate is absent, will update classmate with what they missed in class.**

## **Meteorologist**

- **Reports today's weather**

## **Music Director**

- **Leads in the Pledge of Allegiance and a patriotic song**

## **Post Masters**

- **Assists with messages sent home**
- **Send reminders to peer to answer postings by due date.**

## **Secretaries**

- **Announces Idiom of the Day**
- **Counts attendance and reports to the CEO**
- **Reads Chat board questions**

## **Security Officers**

- **Monitors inappropriate chat board use, noise pollution, camera misuse**
- **Tallys offenses**
- **Turns-in tally to Bankers for fee collection**

## **Technology Support Assistants**

- **Supports peer with technology/computer issues**
- **Helps with camera and sound check**
- **Must be familiar with Skies and Google Classroom log-ins**

## **Veterinarians**

- **Introduce pet to class and updates class with how the pet is doing.**