

## Mountain Guide Jobs: Morning Duties

Morning jobs begin at 8:10am

1) **Media Center Jobs (2)**: Check in with the Media Center Assistant/Tech Lab to get your assigned job. Jobs for the media center include turning on and logging in library and tech computers, putting down kindergarten chairs, shelving books, and collecting books outside of classrooms in the rolling carts. (Tier 1-3 depending)

trained

2) **AM Monitor (1)**: At 8:05 take the monitor checklist from the Mountain Guide board with you to each job station. Check off that each Mountain Guide is present and is wearing their Mountain Guide shirt. If a Mountain Guide is not on duty, find a substitute for them (if no subs are available, then you will sub). (tier 1)

trained

3) **Kinder Assistants (per teacher)**: Sharpen the pencils left out. Check in with kinder teachers to see if there are any other quick projects they need help with. Occasionally you may be asked to greet a reluctant kindergartener and walk them to a morning choice or class. (tier 2)

trained

~~4) **Playground Door (1)**: Open the door for bus students, or backgate walkers to come in and go to cafeteria for breakfast, ask "Are you here for breakfast?" Open the door for any adults walking in with students.~~

trained

~~5. **Purple Door (1):** Open the door for students coming from front of building, ask "Are you here for breakfast?" If they aren't, remind them to walk around to their classroom. Open the door for any adults walking in with students.~~

trained

6. **Hallway Helpers (7):** Stand in your assigned position, and remind students to walk, and get to where they need to be.

Positions: outside cafeteria, outside gym, in front of white doors in back hallway, in front of display cabinet in front hallway, in front of breezeway doors front hallway, in front of breezeway doors back hallway

trained

7. **Pod Helpers (5):** Stand in your assigned pod, greet students and remind as needed to walk, and get to where they need to be.

8) **Cafeteria Monitors (2):** Remind students of expectations. Help with opening containers if need be. Check in with the adult and ask if there are any other tasks that need to be done.

trained

~~8. **Pathway Greeters (2):** Stand at the designated spots on the path outside and greet students and remind them to walk if need be. You may be asked to escort a first or kinder student to class.~~

trained

- afternoon dismissal job where Mt. Guides go to each grade level to take walkers/bus riders/car pick-up? 3 for each grade level
- 2 Mt. Guides in 3rd/4th pod with reminders to walk, etc
- Pod greeters?
- 2 Cafeteria helpers for breakfast?
- 3 strike policy for Mountain guides before probation

**Mountain Guide Jobs: Afternoon Duties**  
**ALL AFTERNOON DUTIES BEGIN AT 3:00PM**

1) **Bus Duties (3)**: Help students to stay in line and get on the bus in an orderly way. Let the students in kindergarten, 1st and 2nd grade get on the bus first, then the older students may get on. If you are having trouble with a particular student, find an adult to help you. (Tier 1-2)

**1a. Dismissal leader**: Each bus helper will rotate through being in charge of the bus chart. When a student brings you their teacher's bus card, cross it off of the list. When all the classes are out, let the adult on duty know so that the busses can be dismissed. (Tier 1)

trained

2) **Kindergarten Helpers (3)**: Meet the students in the kindy pod at 3:00pm. The classroom teacher will give you specific directions as to what he/she will need you to do to help. Some possible duties: walk bus riders out to bus line, walk daycare (Mari's Little Lambs) students to meeting cafeteria. (Tier 1-2)

trained

3) **First Grade Helpers (2)**: Meet the students in the 1st grade pod at 3:00pm. The classroom teacher will give you specific directions as to what he/she will need you to do to help. (Tier 1-2)

trained

4) **Second Grade Helpers (2)**: Meet the students in the 1st grade pod at 3:00pm. The classroom teacher will give you specific directions as to what he/she will need you to do to help. (Tier 1-2)

trained

3) **Third Grade Helpers (2)**: Meet the students in the 1st grade pod at 3:00pm. The classroom teacher will give you specific directions as to what he/she will need you to do to help. (Tier 1-2)

trained

3) **Fourth Grade Helpers (2)**: Meet the students in the 1st grade pod at 3:00pm. The classroom teacher will give you specific directions as to what he/she will need you to do to help. (Tier 1-2)

trained

4) **Equipment Help (2)**: Pick up left out recess equipment for your assigned zone including the co, and put it into the appropriate recess bin. Make sure that the right colored equipment is organized in the correct bin. Please stay behind the yellow bus line away from the buses. Bring recess equipment into hallway. (Tier 1)

trained