

MESSENGER 1 • Take items to the office and/or other classrooms as requested • Walk quietly in the hallways • Go directly where intended without detours • Take students who are sick or injured to the clinic • Take students to the office if leaving early from recess	SCHEDULE/HOMEWORK WRITER • Write the date on the easel every morning • Write the schedule every day (*Check with Ms. Stohs about special events) • Write the homework on the board throughout the day • Check with students in other math classes about their homework as well
MESSENGER 2 • Take items to the office and/or other classrooms as requested • Walk quietly in the hallways • Go directly where intended without detours • Take students who are sick or injured to the clinic • Take students to the office if leaving early from recess	PROJECTOR ASSISTANT • Turn on the projector in the morning BEFORE 9:15 • Turn on the projector in the afternoon AFTER 3:55 • Switch on/off the projector at the request of Ms. Stohs throughout the day for different classes
PAPER HANDLER + TUESDAY FOLDERS • Collect papers for Ms. Stohs as requested • Sort papers by student number/last name alphabetically as needed • Hand out Tuesday Folders (envelopes and papers from office) • Make announcements on Wednesday morning to return Tuesday Folders	PAPER HANDLER + TUESDAY FOLDERS • Collect papers for Ms. Stohs as requested • Sort papers by student number/last name alphabetically as needed • Hand out Tuesday Folders (envelopes and papers from office) • Make announcements on Wednesday morning to return Tuesday Folders
RECYCLING MANAGER 1 • Carry the recycling bin outside to the recycling every day (or as necessary) and dump it • Go directly to the recycling and back inside without dawdling/going on a detour • Carry the recycling bin to other students in class when everyone is cutting out paper to prevent excess classroom traffic	RECYCLING MANAGER 2 • Carry the recycling bin outside to the recycling every day (or as necessary) and dump it • Go directly to the recycling and back inside without dawdling/going on a detour • Carry the recycling bin to other students in class when everyone is cutting out paper to prevent excess classroom traffic

RECESS EQUIPMENT MANAGER

- Carry all recess equipment outdoors (*If something personally belongs to a student, you are not responsible for it)
- Carry all recess equipment back inside
- Return missing recess equipment to the appropriate teacher/classroom as necessary

CLASS LIBRARIAN

- Ensure all of the books in the classroom library are tidy
- Organize any misplaced books by genre
- Take recommendations from peers and set up their recommendation on display
- Tell Ms. Stohs of any needed repair
- Remind students to use the check out binder if they take a book home

CLASSROOM OVERSEER + BOARD CLEANER

- Wipe down the board at the end of the day (*Check with Ms. Stohs about questionable items like sign ups)
- Open and Close blinds as necessary
- Make sure materials are in their place
- Straighten up the classroom generally
- Empty pencil sharpener as needed

COMPUTER SPECIALIST

- Work with Mr. Jacobs as needed throughout the year
- Monitor classmates when getting computers and returning computers
- Plug computers back into cart well; Ensure classmates do this and tuck cords in
- Remind students to take care of and handle computers appropriately
- Assist students with computers

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LUNCH BOXES +

LOST AND FOUND MANAGER

- Check the lunch boxes bin at the end of the day and call out for people to get them if left
- Look through lost and found/coat hooks and return lost items/ask around for who they belong to in our class/different classes
- Be particularly vigilant before holiday breaks and days off of school!

FURNITURE SUPERVISOR

- Unstack and Stack chairs of those absent (Delegate to neighboring students if multiple)
- Move desks back into alignment at the end of every day
- Notify textbook manager, math manipulatives manager, or class librarian if there are materials and books in inappropriate places
- Pick up large pieces of trash to get things out of the way

BOUNCER 1

- Answer the phone if it rings with "This is Ms. Stohs's room. How may I help you?"
- Answer the door if someone knocks - Ask what they need then either get what they need (a student) or wait for Ms. Stohs to be ready to receive their request
- Get the class quiet if there's an announcement on the intercom
- Turn on and off lights as requested

CLASS SECRETARY 1 ● Assist Ms. Stohs with teacher tasks as requested such as: ○ Helping the Paper Handler alphabetize ○ Cutting out lamination ○ Sorting materials/getting materials ready ○ Hanging up student work ○ Staying in from lunch to help with a project/prepare science labs	TRASH MANAGER ● Put trash cans in designated spots in the morning BEFORE 9:15 ○ Spot 1: underneath paper towels by sink ○ Spot 2: next to the door ● Put trash cans outside the door at the end of the day for the custodians ● Get trash bags in the cafeteria for when we eat outside or in the classroom
CAFETERIA WASHER/SWEEPER ● Wipe down the tables in the cafeteria ● Sweep the floors under our tables in the cafeteria ● This is a permanent job; other people on your team may change weekly ● Ensure everyone in the cafeteria does their job	CAFETERIA WASHER/SWEEPER ● Wipe down the tables in the cafeteria ● Sweep the floors under our tables in the cafeteria ● This is a permanent job; other people on your team may change weekly ● Ensure everyone in the cafeteria does their job
MATH MANIPULATIVES ● Organize any math manipulatives and materials in their appropriate containers ● Hand out calculators as requested ● Hand out math manipulatives to all students as needed ● Collect math manipulatives ● Check around the room to ensure all materials are put back appropriately ● Alert Ms. Stohs to misuse of materials	SUBSTITUTE + BACK UP ● Check who is absent every day ● Take over the responsibilities of the absent person(s) ● If there is a substitute/Ms. Stohs in meeting ○ Take attendance using a class list in the sub binder (ask the sub) ○ Help the substitute by reminding him/her of any rules/procedures
CLASS SECRETARY 2 ● Assist Ms. Stohs with teacher tasks as requested such as: ○ Helping the Paper Handler alphabetize ○ Cutting out lamination ○ Sorting materials/getting materials ready ○ Hanging up student work ○ Staying in from lunch to help with a project/prepare science labs	BOUNCER 2 ● Answer the phone if it rings with "This is Ms. Stohs's room. How can I help you?" ● Answer the door if someone knocks - Ask what they need then either get what they need (a student) or wait for Ms. Stohs to be ready to receive their request ● Get the class quiet if there's an announcement on the intercom ● Turn on and off lights as requested

ESSENTIAL OIL DIFFUSER • Refill Diffuser with oils and water at appropriate times ○ Only 10 drops of oil max - can mix and match scents ○ Ask Ms. Stohs for help as needed ○ Clean out with a wipe every other week to keep it clean	YOGA INSTRUCTOR • Lead yoga/brain break activities for the whole class ○ When requested ○ As part of morning meeting ○ As part of closing circle at the end of the day • Have positive attitude and expectations for behavior during yoga
WLATV SOUND • Turn on the speaker sound (by flag in the upper left corner) before WLATV • Turn off the speaker sound after WLATV	POPCORN HELPER • Count the popcorns to put into our jar when we say Thank You's • As you feel comfortable, you can call on people AND count • Remember and follow rules for popcorns (1 for 1 person, 2 for noticing something, 27 for the whole class, 30 maximum for assemblies/whole sixth grade)
READ ALOUD • Read aloud our class novel at the end of the day with expression and enthusiasm • Pause occasionally to offer time to reflect and/or ask questions • Choose read alouds from options and/or give options to have the class vote	PLANNER CHECKER • Check planners of students that do not need to be seen by Ms. Stohs • Assist some students in packing up or cleaning up/organizing supplies • Check up on students - be encouraging not bossy
SUPPLIES MANAGER 1 • Notify textbook manager, math manipulatives manager, or class librarian if there are materials and books in inappropriate places • Maintain all craft supplies in appropriate drawers and containers • Notify Ms. Stohs if something needs to be refilled/replenished • Pass out and put away generic supplies during class (highlighters, whiteboard markers, etc.)	SUPPLIES MANAGER 2 • Notify textbook manager, math manipulatives manager, or class librarian if there are materials and books in inappropriate places • Maintain all craft supplies in appropriate drawers and containers • Notify Ms. Stohs if something needs to be refilled/replenished • Pass out and put away generic supplies during class (highlighters, whiteboard markers, etc.)