

ALOHA 51'S JOB DESCRIPTION LIST

- **Pencil Manager (2)**- Sharpens all pencils in the mechanical pencil sharpener before school (if teacher is there), during recess, or at the end of the day.
Requirements: responsible, persistent, dependable
- **Door Manager**- Responsible for holding the door open for the class and closing the door once everyone is in the classroom. This person is always second in line.
Requirements: responsible, courteous, respectful, friendly
- **Phone Manager (2)**- Answers the phone calls and takes messages or gives the phone to the teacher.
Requirements: responsible, organized, friendly, familiar with the phone
- **Librarians (2)**- Keeps the classroom library organized and neat daily. Returns the books to the school library each week.
Requirements: responsible, likes books, likes to be neat and organized
- **File Clerks (2)**-Keeps the classroom papers organized! Responsible for managing the INBOX and Notes from Home baskets. Will maintain paper supply in the classroom as needed.
Requirements: dependable, self-starter, organized, efficient
- **Bankers (2)**- Responsible for paying students with class cash. Will assist at the class auction.
Requirements: responsible, cooperative, friendly, honest

- **Lunch Count Manager**- Writes down the number of students buying lunch on the lunch count envelope at the beginning of the Morning Wave.
Requirements: Responsible, organized, dependable
- **Electrician**- Responsible for turning the lights on and off when leaving and returning to the classroom. Also assists with the lights when the teacher is using the document camera and LCD projector.
Requirements: responsible, dependable, respectful
- **Date Detective**- At the end of the day changes the date on the board and the monthly calendar.
Requirements: responsible, writes neatly, dependable
- **Substitute (2)**- Fills in for any job when a student is absent and helps anyone that needs assistance with their job. If a student is absent, will put an absent folder on the appropriate desk.
Requirements: responsible, quick learner- needs to learn how to do the various jobs in the classroom, friendly, cooperative
- **Class Caretaker (2)**- Approves that the class is clean before the class actually leaves. Checks to make sure all trash is picked up. Dusts once a week with sock duster.
Requirements: responsible, likes to be neat, organized, respectful
- **White Board Eraser (2)**: Responsible for cleaning the white boards at the end of each day.
Requirements: responsible, respectful, neat, organized

- **Teacher Helper (3)**- Assists teacher when needed. Passes out papers.
Requirements: responsible, dedicated, cooperative, friendly, respectful
- **Office Runner (2)** - Brings attendance to the office daily. Delivers messages to other teachers or staff.
Requirements: responsible, stays focused on the task, friendly
- **Tobin Techies (2)** Will troubleshoot and assist students with computer and SMART Board related issues.
Requirements: must be computer savvy and customer service oriented
- **Health Clerk**- Will restock tissues and hand sanitizer stations as needed. Will assist students to nurse's office as needed. Responsible for keeping first aid supplies filled.
Requirements: responsible, caring, compassionate
- **Friday Morning Assembly Aides (2)**- Will be responsible for setting up the class squares for the morning assembly. Will take out teacher chair and any other necessary items.
Requirements: punctual, dedicated, efficient
- **Exterminator**- Will be responsible for taking care of any bugs that enter in our classroom by carefully taking them outside and putting them back into nature.
Requirements- fearless of bugs, responsible, calm

- **White Board Managers (4)**-Responsible for distribution and maintenance of student whiteboards. Pass out whiteboards and supplies as needed.

Requirements: Able to work in a quick and efficient manner, courteous, responsible

- **Lunch/Snack Tub Manager- (2)** Responsible for setting up the tubs in the morning and bringing the tubs back out at recess and lunch.

Requirements- Punctual, able to work without reminders

** Every student will get a job for the year. Some of these jobs above will require more than one student; therefore there are 33 job openings for Aloha 51.*