

# Detailed Job Descriptions

## **Banker (\$675 gross pay)** (maximum 4 positions)

The bankers keep track of student bank accounts on class computers.

- Open your bank regularly to accept classroom cash deposits and checks from student customers.
- Provides back cancelled checks to students.
- Provides account balances to all of your bank customers on auction days.
- Has checkbooks cut out and stapled ahead of time for customers.
- Provides the teacher with matching deposit slips from customers with cash and checks.
- Provides the teacher with customer total pay and cash for tax purposes.
- Bankers may earn extra money for themselves by charging \$25 to students for “bounced checks” or for replacing bank account records that students lose.
- Bankers must provide their own USB flash drive.

**Written recommendation required: student must have a C or better in math, be trustworthy and honest, responsible, be willing to work extra on paydays, and be fast on the computer. The banker must have excellent attendance.**

The banker can lose their job by not being able to do the job description, being too slow, or for dishonesty.

## **Grader (\$675 gross pay)** (maximum 3 positions)

The graders are responsible for grading simple assignments and tests, such as spelling, grammar, and math using an answer sheet provided by the teacher.

- Accurately grades tests and assignments from the teacher.
- Returns graded papers by the next day, or occasionally on the same day when requested by the teacher.

**Written recommendation required: Graders must be wise and be able to figure out what is written down by students. Graders must be responsible, fair, honest, and trustworthy.**

The graders can lose their jobs by being dishonest, being chronically inaccurate, not returning graded papers in the required time, or by losing student papers.

## **Janitor (\$675 gross pay)** (maximum 4 positions)

- 10 minutes before class is over, without being told, quietly leaves seat without disturbing the class and begins cleaning the classroom.
- Assists the gardener when requested.
- Be responsible for 1 area of the classroom as described below:

### Area 1

- Sweep the floor between window side of the room and center of the room
- Sweep/shake the floor mat

### Area 2

- Sweep the floor between the center of the room to the wall under the computer tables and teacher’s desk
- Clean the white boards and wipe down marker trays

### Area 3

- Sweep the floor in the library area
- Dust all bookshelves and items in library area
- Tidy and organize the library table

### Area 4

- Tidy up back counter, wipe it down, dry
- Clean sink
- Disinfect: wipe the water fountain and sink faucets
- Empty the electric pencil sharpeners and mechanical sharpener
- Dust/wipe down the book area under windows

## **Transcriber (\$600 gross pay)** (maximum 1 position)

Receives graded papers from the graders and puts the data into a spreadsheet on the computer for the teacher.

- Collects grade data from graders and accurately enters it into a spreadsheet on the computer.
- Enters data the same day that it is available from the graders.
- Makes a record of students getting paid bonuses for excellent tests and gives to teacher.
- Places graded papers into the “Out Box” for distribution to students. Gives excellent papers to the Decorator for posting in class.
- Gives accurately labeled spreadsheet file to the teacher the same day the data is entered.
- The transcriber must provide his/her own USB flash drive.

**Written recommendation required: Transcribers must be honest, have good attendance, be accurate and organized, be good on the computer, and quickly get data entered and to the teacher.**

The transcriber can lose their job by being inaccurate, dishonest, slow to enter data, slow to give files to the teacher, or otherwise not fulfill the job requirements.

## **Clerk (\$600 gross pay)** (maximum 2 positions)

The clerks keep track of classroom paperwork, filing, and stocking supplies.

- Pass out and collect papers.
- Maintain supplies of papers for student use (colored construction, lined, scratch).
- Create filing systems and labels.
- Files student papers in appropriate “In” and “Out” files.
- Other miscellaneous clerical duties provided by the teacher.

Clerks can lose their job by not fulfilling the job requirements.

## **Decorator (\$600 gross pay)** (maximum 1 position)

The decorator helps the teacher keep the classroom looking good and attractive. Must be willing to work some overtime during change of holidays. May work with or take suggestions from other students, but is ultimately responsible to him or herself and the teacher for the look of the room.

- Collects graded papers from the Transcriber and artfully posts them on the classroom walls.
- Works with the Decorator from the other class to select and arrange posters to encourage and inspire classmates.
- Works with the Decorator from the other class and the teacher to place and take down and store holiday decorations.

The decorator can lose their job by not fulfilling the job requirements.

## **Engineer (\$600 gross pay)** (maximum 1 position)

The engineer is responsible for everything concerning the classroom computers.

- Without being told, turn the computers on first thing in the morning, or turn them off before leaving at the end of the day.
- Know how to use computers, copy files, etc.
- Put the computer chairs in order
- Keep the printer stocked with paper.
- Remove rubbish from the computer tables, dust and wipe down tables.
- Dust the computers.
- Clean and disinfect the keyboards and mice.
- Maintain computer desktops of Local mode and default web pages of browsers.
- Maintain cables and connections

The engineer can lose their job by not fulfilling the job requirements.

## **Gardener (\$600 gross pay)** (maximum 1 position)

The gardener is responsible for keeping the classroom plants healthy and clean. The gardener must love plants.

- Water plants weekly, or when they are dry.
- Removes dead or dying leaves or flowers that have fallen off.
- Prunes dead or dying leaves.
- Cleans up water and dirt spills.
- Cleans up water saucers when they get stained.
- Maintains the window blinds for proper light during movies, drills, and general usage.
- Assists the janitors when requested.

The gardener can lose their job by doing poor or incomplete work.

## **Librarian (\$600 gross pay)** (maximum 1 positions)

Librarians check out and check in books from the classroom library using the computer. Librarians must like to read and take care of books.

- Logs into the book review database first thing in the morning and leaves it running for the class to use.
- Check out and check in books from students for the class library.
- Re shelf books.
- Catalog books into the classroom database.
- Keep books tidy and in proper order on the shelves.
- Be sure that students are checking out books and not just taking them from the shelves.

The librarian can lose their job by not fulfilling the job requirements.

## **Police Officer (\$600 gross pay)** (maximum 3 positions)

The police officers monitor the classroom for class rule infractions, conduct surprise backpack and desk inspections, and record when students leave the room to use the bathroom.

- Keep a record book (provided by the teacher) of students in their “beat” of classroom infractions, absences, and people being tardy.
- Collect fines on the same day from students for infractions and turn the fines in to the teacher.
- Check to see that homework is done and fine students who don’t bring in homework.
- Keep record of students leaving the class for bathroom usage.
- Provide the teacher with a monthly written report on tardy students, fines collected, and bathroom usage.
- Signs the Steward’s time sheet.
- Be constantly on the lookout for rule infractions, such as note passing, rudeness (talking while others or the teacher is talking), throwing objects, etc. Fine offenders and collect fine. Alert the teacher immediately of infractions.

**Written recommendation required: Police officers must be honest, have good attendance, good record keeping skills. They must be willing to enforce class rules, and fine anyone in class at any time, even friends.**

Police officers can lose their jobs by being dishonest, keeping poor records, not reporting infractions, or not fulfilling job requirements.

## **Scribe (\$600 gross pay)** (maximum 1 position)

Records and copies to the computer all new words and idioms presented in class.

- Writes the message for the day on the white board.
- Keeps the official record of all new words and idioms presented in class.
- Types word lists on computer and gives to the teacher for use on tests.
- Records purchases and prices for all class auctions and provides it to the teacher.

The scribe can lose their job by not fulfilling the job requirements.

## **Steward (\$600 gross pay)** (maximum 2 positions)

The steward signs off on everyone’s time sheet. It is the steward’s job to make sure that other people are doing his or her job, and when they do it, signs their time sheet.

**Written recommendation required: Stewards must know what’s going on when multiple people are working without having to hover over people. They must be honest and dependable.**

## **Statistician (\$550 gross pay)** (maximum 1 positions)

Keeps an official record of temperature data collected for math and science. Must like to be neat and accurate.

- Accurately writes down data every day for classroom graphing projects.
- Reminds the teacher when it’s time to collect data.
- Coordinates with the statistician in the other class to get missing morning or afternoon data.
- The statistician is able to charge other students if they are missing data.

The statistician can lose their job by not fulfilling the job requirements.

## **Messenger (\$550 gross pay)** (maximum 1 position)

The messenger handles all errands to and from the classroom.

- Carry notes and messages to the office and other classes in a quick, timely manner.
- Be able to deliver oral messages accurately with a polite greeting and thank you.
- Know all of the teachers and school staff and their locations.

The messenger can lose their job by not fulfilling the job requirements.

## **Recycler (\$550 gross pay)** (maximum 1 position)

The recycler collects recycling material in the class and takes it out to be recycled.

- Collects recyclable papers and places in recycle box.
- Takes the recyclable paper out to the recycle bin.
- Takes recyclable cans and bottles out to the parent fund-raising volunteers.

The recycler can lose their job by not fulfilling the job requirements.

## **Scavenger (\$250 gross pay)** (unlimited number of positions)

The scavenger picks up all of the loose stuff on the floor before the janitors sweep.