**Ms. Blossom’s Class Jobs**

**Paper Managers (3)**

1 Paper manager is in charge of collecting homework EVERYDAY.

2 Paper managers are in charge of passing out papers EVERYDAY.

**Attendance Manager \***

The attendance manager has one of the most important jobs in the classroom. Each day he/she must grab the attendance clipboard and mark students absent/tardy. They are responsible for alerting the teacher of the time to “click it” for the attendance (15 minutes after the start of class). They will also be in charge of keeping track of the number of tardies for each person. Once a student receives 3 tardies, the teacher should be notified.

**Line Leader**

The line leader is the first in line when the class goes anywhere including fire drills. During fire drills, the line leader is in charge of leading the class to the designated meeting area.

**Textbook Manager**

The textbook manager is only used during P2, P4, R2, and R4. They are responsible for reading the daily agenda to identify if the assignment for the day requires the use of the textbook. Textbook managers are in charge of passing out 4 textbooks per table in the beginning of class during P2 and R2 or putting them away during P4 and R4.

**Supplies Manager**

The supplies manager is only used during P2, P4, R2, and R4. They are responsible for reading the daily agenda to identify if the assignment for the day requires the use of classroom supplies. The supplies manager is in charge of passing out the needed supplies per table in the beginning of class during P2 and R2 or putting them away during P4 and R4. They will also notify me if any supplies are running low.

**Runner**

The runner will quickly deliver anything that needs to be taken outside of the classroom to the office or other teachers.

**Alternate Manager**

This person does any of the above jobs when a manager is absent.

\* Used everyday

**Classroom Job Application**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_Period\_\_\_\_\_\_\_

Name your top 2 job choices:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The one job I would NOT want is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell what experiences and strengths you have that would help you succeed at these jobs:

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Copy this pledge on the lines below:

I promise that if given ANY classroom job, I will perform it to the best of my abilities. I will not let it interfere with my classroom work. I understand that I can be fired from my job if there is a problem.

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_