

Job	Responsibilities	Qualifications
Group Leader (5)	Leader of their group. Assigns group members to push in or put up chairs and clean up work areas. Collects and hands in papers for their group, checking for names. Collects work for absent group members. Puts up trash daily.	Must be well-organized, assertive, responsible, and on task during the day.
Supply Assistant (2)	Replaces and organizes supplies at the student supply center each day. Checks copiers and hole punches to make sure they are working correctly. Issues out supplies as needed.	Must have some organization skills and be able to check and replace staples, tape, etc.
Paper Handlers (2)	Passes out and takes in papers and other items.	Must be responsible and able to hand back papers efficiently.
Pencil Sharpener	Sharpens pencils from the "Unsharpened Pencils" bucket and places them in the "Sharpened Pencils" bucket. Replaces broken pencils to make sure there are enough for the class.	Must know how to use the electric pencil sharpener and remember to empty the shavings every day.
Design Assistant	Helps put up and take down posters, decorate classroom spaces, and display students' work.	Must be well-organized, neat, and have an eye for design.
Calendar Clerk	Lists upcoming birthdays and important events on our classroom calendar.	Must have good handwriting and be capable of remembering upcoming events.
Messenger	Carries and delivers messages and items to the office or other teachers. Works with students to the nurse's office if needed.	Must be professional, polite, and pleasant. Must know their way around the school and be able to carry items.
Ambassador	Greets visitors or new students, helps them learn their way around, and keeps them company at recess/lunch. Explains classroom projects or displays to parents or other visitors.	Must be professional, polite, and pleasant. Must be comfortable speaking with visitors and be able to remember classroom routines.