

Custodian (3)

Responsibilities:

- ❖ Keep our learning environment clean and presentable
- ❖ Clean each **DAILY**: tabletops, door handles, empty pencil sharpener
- ❖ Clean each **WEEKLY**: dust, wash chalkboards, dry erase boards, chairs, keyboard & mouse

Qualities:

- Responsible (complete duties at appropriate times-when assignments are finished, during recess, end of day, beginning of day)
- Considerate of others
- Commitment to Quality (doesn't rush to get done, but makes sure room looks spectacular)
- Work well as a team

Salary:

\$550.00 per month



((3))

Responsibilities:

- ❖ Maintain an organized library
- ❖ File and checkout books
- ❖ Maintain an accurate checkout/return log for each student
- ❖ Recommend books to others

Qualities:

- Responsible
- Well-organized
- Work well as a team
- Communicate well (written and orally)
- Motivate others to read

Salary:

\$500.00 per month

Messenger

((2))

Responsibilities:

- ❖ Deliver messages (written and orally) to others within our school and classroom
- ❖ Share responsibilities with teammate (alternate tasks)

Qualities:

- Responsible
- Communicate well (written and orally)
- Work well as a team
- Respectful

Salary:

\$450.00 per month

House Inspector

((3))

Responsibilities:

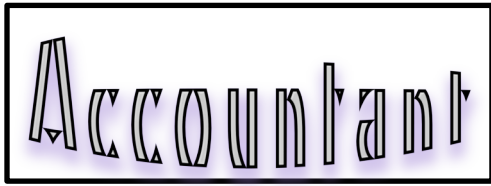
- ❖ Weekly desk inspections
- ❖ Weekly room inspections
- ❖ Maintain a strong example of a clean desk (house)
- ❖ Provide specific feedback to others about what looks well-organized and what can be better organized
- ❖ Create a checklist of organizational expectations (to be used during inspections)

Qualities:

- Responsible
- Well-organized
- Work well as a team
- Communicate well (written and orally)

Salary:

\$450.00 per month



((5))

Responsibilities:

- ❖ Maintain accurate bank accounts of clients (each accountant will be responsible for four (4) or five (5) clients)
- ❖ Assist clients with transactions (deposits and withdrawals)
- ❖ Offer financial assistance to clients

Qualities:

- Responsible
- Work well as a team
- Strong math skills, including use of a calculator
- Well-organized
- Communicate well (written and orally)
- Confidentiality (do not share financial information with others)

Salary:

\$550.00 per month



((2))

Responsibilities:

- ❖ Daily lunch count and attendance
- ❖ Hand out Friday folders and mail

Qualities:

- Responsible
- Work well as a team
- Well-organized
- Respectful

Salary:

\$500.00 per month

Technology Specialist

((5))

Responsibilities:

- ❖ Operate Elmo, projector, and screen
- ❖ Edit and publish website each week
- ❖ Assist others in the computer lab and classroom when needed

Qualities:

- Responsible
- Work well as a team
- Strong technology skills
- Strong writing and grammar skills
- Communicate well (written and orally)

Salary:

\$550.00 per month

Photographer

((2))

Responsibilities:

- ❖ Take pictures of our class (during appropriate times-learning experiences, field trips, clubs, recess, special events)
- ❖ Upload pictures to the computer
- ❖ Upload photos to our website
- ❖ Print pictures when needed and display

Qualities:

- Responsible
- Work well as a team
- Strong computer and digital camera skills
- Respectful
- Considerate of others

Salary

\$500.00 per month