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| **JOB TITLE** (# of positions available) | **JOB DESCRIPTION** and **DUTIES** | **MONTHLY PAY** |
| **Banker** (5)\*\* *Additional Requirement*: Needs a **Letter of Recommendation** from another adult to show that applicant is dependable, has a high level of integrity, and can handle this position. **Special Skills**: Able to add and subtract money well, able to access the internet and our online banking independently  |  A banker keeps records for a single group of students. This person must be of the highest integrity.  The banker takes deposit, rent and other checks from his/her bank customers and coordinates accounts with the other bankers and teacher.The banker checks the online banking accounts for improper activity and sometimes might need to use time outside of class to check money online. | $ 200 |
| **Custodian** (5)**Special Skills**: Must be able to get ready to go home quickly as this is when the custodian performs their duties, able to keep own desk neat and tidy |  A custodian keeps the classroom spotless.  The duties of a custodian are to pick up the floor, counters, and shelves of the classroom during job time  | $200 |
| **DPA (Desk Patrol Agent)** (2)**Special Skills**: Must be able to get ready to go home quickly as this is when the DPA performs their duties, able to keep own desk neat and tidy. |  A DPA will be responsible for making sure the desks are in neat rows or groups and chairs are stacked during job time. | $175 |
| **Pillow Manager** (1)**Special Skills**: Must be able to get ready to go home quickly as this is when the pillow manager performs their duties, must be able to move quickly and quietly |  The pillow manager neatly stacks the pillows and cushions after independent reading time and during job time. They also move down all the reading clips one spot for the next day. | $175 |
| **Mail Person** (2)\*\* *Additional Requirement*: Needs a **Letter of Recommendation** from another adult to show that applicant is dependable, has a high level of integrity, and can handle this position. **Special Skills**: Must be trustworthy as this person will be seeing the papers of other students. Should not share scores or grades with ANYONE in the room. |  During job time the mail person will put the week’s mail into the mailboxes. | $ 200 |
| **Librarian** (2)**Special Skills**: Must be able to work quickly and quietly, must be able to quietly ask other students questions without disturbing those around them |  The librarian is in charge of our classroom library and makes sure all book shelves are clean and in order. During job time the librarian makes sure all the books are in the correct book baskets. This student will be responsible for giving book repairs to Mrs. Folsom. | $ 175 |
| **Teacher’s Assistant** (2)\*\* *Additional Requirement*: Needs a **Letter of Recommendation** from another adult to show that applicant is dependable and can handle this position. **Special Skills**: Must be able to work quickly and quietly, must be able to quietly walk in the hallways. |  The teacher’s assistant has many duties (catch-all).  This student will take things to the office, pick up copies from the printer, take things to other teachers and anything else the teacher needs help with | $ 200 |
| **Lights/Technology (LT) Monitor** (1)**Special Skills**: Must be able to get ready to go home quickly as this is when the LT monitor performs their duties |  The LT monitor makes sure the lights/technology in the classroom is used wisely and efficiently.  This student will be responsible for turning on the strands of lights and 3 lamps on and turning them off at the end of the day. This person shuts down the laptops on Friday afternoons and starts them up on Monday mornings and makes sure they are plugged in during job time. | $ 175 |
| **Computer Technicians** (2)**Special Skills**: Must be able to work quickly on any assignments in the lab in order to help others. Must be familiar with computers and the internet. |  The Computer Technicians are responsible for helping Mrs. Folsom and other students at the computer lab with whatever assignment they are working on that day. This student makes sure that all computers are logged off and chairs are pushed in before we leave the computer lab.If there ever is a substitute teacher, this person is in charge of helping them with the technology. | $175 |
| **Paper Distributor** (2) **Special Skills**: Must be able to move in the classroom quickly and not distract other students.  |  This student will be responsible for helping the teacher pass out papers to other students in the classroom.  | $ 175 |
| **Food Patrol** (1)**Special Skills**: Must be able to get unpacked quickly in the morning as this is when food patrol does their job. |  The food patrol takes down the salad sheet each day. They are responsible for getting any lunch money down to the lunchroom. | $175 |
| **Hallway Monitor** (1)**Special Skills**: Must be able to get unpacked quickly in the morning and packed up quickly at the end of the day as this is when the hallway monitor does their job. |  The hallway monitor checks each day that all our lockers are shut and the hallway is picked up. The hallway monitor performs their duties during job time.In the winter the hallway monitor also makes sure the boots are lined up neatly in the hallway. | $175 |