Responsibilities:

• Deliver written or spoken messages to people throughout the building.

• Answer the class phone.

Salary: $55
Banker

Responsibilities:
• Keep banking records for 4 to 6 students.
• Accept money for deposits.
• Pay out money for withdrawals.
• Keep some cash ready to meet requests.
• Deposit remaining cash in the Central Classroom Bank.

Salary: $70
Police Officer

Responsibilities:

• Check for violations of class rules.
• Hand out tickets to fine students who break the rules.
• Keep a record of fines and payments.
• Deposit money from fines in the Fine Folder.

Salary: $65
Clerk

Responsibilities:
• Hand out papers to students.
• Hand out materials such as art supplies.
• Collect papers or homework from students when asked.
• Organize the class supply shelves and keep them neat.

Salary: $60
Custodian

Responsibilities:
• Keep the writing boards and countertops clean.
• Tidy up classroom areas when they need it.
• Make sure recycling items are placed where they should be.

Salary: $60
Librarian

Responsibilities:
• Keep a record of books checked out of the class library.
• Remind students to return the books if they are late.
• Keep the class library organized.
• Take books to the school library as scheduled.

Salary: $55
Attendance Monitor

Responsibilities:
• Take daily attendance and record absences.
• Report absences to the teacher.
• Provide students with make-up materials when they return to class.

Salary: $60

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Homework Monitor

Responsibilities:

• Keep a daily record of students’ completed homework assignments.

• Inform Police Officers about incomplete or missing homework so they can write fine tickets.

Salary: $55
Substitute

Responsibilities:
• Perform the job of any absent student.

Salary: $40
Technology Supervisor

Responsibilities:

• Turn the lights and computers on or off at appropriate times.

• Assist with technology tasks such as setting up projectors, preparing cameras, or using audio equipment.

Salary: $55
Equipment Supervisor

Responsibilities:

• Keep a detailed record of all classroom equipment.

• Borrow and return gym equipment when necessary.

Salary: $50
Horticulture Specialist

Responsibilities:
• Water plants at regular times.
• Clean up fallen leaves or petals from plant pots.
• Dispose of dead plants when necessary.

Salary: $45
Store Clerk

Responsibilities:
• Manage the school store.
• Keep a record of inventory.

Salary: $50
News Director

Responsibilities:
• Keep the class updated on current events.
• Research topics of interest to the class.
• Write articles for the class newsletter.

Salary: $55
Meteorologist

Responsibilities:
• Check daily weather forecasts and report them to the class.
• Keep a record of weather that occurs throughout the year.

Salary: $55