**Job Title:** Cheer Coordinator (aka Pep Patrol)

**Positions Available:** 2

**Job Description:**

* Take responsibility for the Cheer Up flowers
* Be prepared with a joke during break times (when needed)
* Help lead class songs with Mr. Heydt
* Find opportunities for Random Acts of Kindness
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Outgoing
* Smiles often
* Willing to dance in front of others
* Does not embarrass easily
* Pays close attention to others actions

**Approximate Amount of Time Per Day:** 10 min.

**Weekly Pay:** 10 class dollars

**Job Title:** Table Top Cleaner

**Positions Available:** 2

**Job Description:**

* Spray and wipe all desks and tables daily
* Ensure desktops are clear of clutter and trash
* Request others to tidy up their table area

**Necessary Qualities:**

* Responsible
* Organized
* Friendly and respectful

**Approximate Amount of Time Per Day:** 5 min.

**Weekly Pay:** 12 class dollars

**Job Title:** Administrative Assistants (aka Secretaries)

**Positions Available:** 2

**Job Description:**

* Sharpen pencils
* Answer phone
* Rearrange stoplight magnets each day
* Ensure Writing Center supplies are fully stocked
* Log Mind Bender results
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Responsible
* Attention to detail
* Clear speaking voice
* Organized
* Works quickly but effectively

**Approximate Amount of Time Per Day:** 10-15 min.

**Weekly Pay:** 20 class dollars

**Job Title:** Whiteboard Eradicator (aka Whiteboard Helper)

**Positions Available:** 2

**Job Description:**

* Erase main whiteboard daily
* Change date on Date whiteboard daily
* Wash whiteboards daily
* Dispose of and replace dry whiteboard markers (when needed)
* Organize markers and erasers daily
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Thorough
* Neat and orderly
* Helpful
* Works quickly but effectively

**Approximate Amount of Time Per Day:** 10 min.

**Weekly Pay:** 12 class dollars

**Job Title:** Education Apprentice (aka Teacher’s Helper)

**Positions Available:** 1

**Job Description:**

* Complete attendance each day
* Fill in for absent student’s job when needed
* Assist Mr. Heydt in teaching lessons (when appropriate)
* Help Mr. Heydt plan class meetings
* Lead class meeting weekly
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Confident
* Listens well
* Patient
* Works well with others

**Approximate Amount of Time Per Day:** 15 min.

**Weekly Pay:** 20 class dollars

**Job Title:** Good Deed Twitter Feed

**Positions Available:** 2

**Job Description:**

* Update Good Deed Twitter feed on daily basis
* Ensure Twitter feed updates include specific, recognition-worthy behaviors
* Ensure blank slips are available for students
* Identify individuals for Good Deed Twitter feed recognition

**Necessary Qualities:**

* Legible handwriting
* Pays careful attention to others’ actions
* Self-sufficient (does not need Mr. Heydt’s reminders)

**Approximate Amount of Time Per Day:** 5 minutes

**Weekly Pay:**  10 dollars

**Job Title:** Emissary (aka Messenger)

**Positions Available:** 2

**Job Description:**

* Deliver attendance to Office each morning
* Deliver notes to teachers
* Pass out papers
* Assist with creation of Morning Message daily
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Responsible
* Able to work well with others
* Respectful
* Punctual

**Approximate Amount of Time Per Day:** 5-10 min.

**Weekly Pay:** 10 class dollars

**Job Title:** Text Tender (aka Librarian)

**Positions Available:** 2

**Job Description:**

* Organize and tend to books in class library
* Assure books are in alphabetical order
* Help repair damaged books
* Choose books for “feature” on bookshelves
* Organize and display the “Recommended Reads”
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Thorough
* Neat and orderly
* Helpful
* Works quickly but effectively

**Approximate Amount of Time Per Day:** 5-10 min.

**Weekly Pay:** 12 class dollars

**Job Title:** Mail Carrier (aka Mail Carrier)

**Positions Available:** 1

**Job Description:**

* Deliver mail into student mailboxes
* Assist with Friday Folder filling
* Organize writing shelves daily
* Notify students to organize mailboxes (when needed)
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Organized
* Responsible
* Good with names
* Works quickly but effectively

**Approximate Amount of Time Per Day:** 5-10 min.

**Weekly Pay:** 10 class dollars

**Job Title:** Computer Technician (aka Computer Helper)

**Positions Available:** 2

**Job Description:**

* Turn on computers in the morning
* Turn off computers at end of day
* Cover computers each day
* Ensure screens are clean and keyboards clear of dirt
* Help students “troubleshoot” problems
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Responsible
* Basic knowledge of computers
* Enjoys helping others
* Patient and willing to teach rather than show

**Approximate Amount of Time Per Day:** 5-10 min.

**Weekly Pay:** 10 class dollars

**Job Title:** Interior Decorator (aka Decorator)

**Positions Available:** 3

**Job Description:**

* Assist Mr. Heydt with creation of posters and bulletin boards
* Suggest decorations for classroom during holiday times
* Ensure the class looks neat and presentable
* Develop thoughts for pillar and door frame decorations
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Creative
* Artistic
* An “eye” for design
* Neat

**Approximate Amount of Time Per Day:** 5-10 min.

**Weekly Pay:** 12 class dollars

**Job Title:** Theo Technician (Rabbit Wrangler)

**Positions Available:** 2

**Job Description:**

* Refill Theo's water twice weekly
* Feed Theo Timothy Hay each morning
* Feed Theo pellets and Timothy Hay each afternoon
* Clean litterbox daily
* Ensure cage is locked daily

**Necessary Qualities:**

* Responsible
* Self-sufficient (works well without teacher reminders)
* Experience with animals

**Approximate Amount of Time Per Day:** 10 min.

**Weekly Pay:** 15 dollars

**Job Title:** Exterior Commissioner

**Positions Available:** 2

**Job Description:**

* Organize and tend to boot rack
* Ensure all lunch boxes are transported home at end of day
* Ensure jackets and bags are hung on hooks neatly
* As needed requests from Mr. Heydt

**Necessary Qualities:**

* Thorough
* Neat and orderly
* Helpful
* Works quickly but effectively

**Approximate Amount of Time Per Day:** 5-10 min.

**Weekly Pay:** 10 class dollars