

# English-Language Arts Jobs List

**Alphabetizer:** Alphabetize the collected class and homework by students' last names. Bind the papers with a clip and place them in the correct period in the organizer (I'll show you what this is).

**Attendance Clerk:** Take attendance each day at the beginning of class.

**Box Attendant:** At the end of each class, make sure that each table box is neatly organized, has all the correct materials, and is free of trash. You can delegate this to the table members and monitor their work, critiquing as needed.

**Broadcaster:** Remind everyone of the homework and any upcoming deadlines (within a week or two). Also, if you know of a great event happening on campus, you can announce that after the homework.

**Chair Attendant:** Remind classmates to push in chairs at the end of class. If you are in the last period of the class on a Monday, have students put the chairs on the tables. Also, if you notice a student sitting on two legs of the chair, quietly and subtly remind them to keep all four chair legs on the ground.

**Checker:** Use the classwork/homework page to record the completion of each assignment. A checkmark indicates the assignment is complete as the teacher expects. A zero means the assignment is barely or not at all complete. A "P" indicates the assignment was partially complete (half or more). "AB" indicates that student was absent when the assignment was collected. "PAB" indicates the student was previously absent and did not get the assignment to complete—for these students explain the assignment and ask them to complete it by next class and check with you.

**Class Designer:** Design a creative bulletin board in the space designated for your class. Keep it updated with student work (choose from a variety of students who exemplify the assignments).

**Collector:** Collect homework and classwork assignments when asked. Give these assignments to the alphabetizer.

**Commander:** Remind other students to complete their jobs. This requires patience and understanding, as well as the ability to communicate productively.

**Content Director:** Make sure all assignments are recorded in the correct category on the class' binder board.

**Encourager:** Provide verbal and written positive praise to your classmates when appropriate. Make sure that everyone gets a little praise from time-to-time.

**Errand Runner:** Be ready in an instant to run an errand for Ms. Steenhard.

**Fact Checker** – Have your device ready to look up a definition, an article, or check facts. Please do this only when asked. If you feel something needs to be checked, let the teacher know so she doesn't think you are misusing your device.

**Grammarian:** Lead the corrections for our grammar activities. You do not have to be an expert (there is an answer book), but do your best to understand the concepts so you can answer questions if they arise (I'll be there to help).

**Inquirer:** Once each week, this job requires you to check the reading, viewing, or listening material of your classmates. You will have a record and a clipboard. On the record you will verify that students are consistently reading, viewing, or listening to the same text. When they move to new texts, that will also be recorded. If someone is off task, you will note that on the record.

**Lender:** Students who need to borrow a pencil, pen, eraser, or whiteout will see you. You will lend them the item and make sure to get it back by the end of the period.

**Master of Binders:** Once or twice a week, go around the room and check your classmate's binders. Make sure they are correctly organized, clean, and have their tables of contents filled out. Your binder should serve as a model.

**Packet Police:** Your job is to stamp the COMPLETED grammar and RVL log of your classmates each day. Get a stamp and stamp pad from Ms. Steenhard. A record of the stamps used each day will be kept.

**Refuse and Recycling:** Check the floors, desks, whiteboard rails, etc. for any trash. Collect as needed. Make sure the trash and recycling bins are neat and clean.

**Reminder:** For assignments your classmates would like reminders on, you will draft a remind message to be reviewed and sent by the teacher.

**Restoration Expert:** Return graded work back to classmates. Check the file daily so the work does not pile up.

**Sentinel (gatekeeper):** Close the door as soon as the bell rings; those entering late WITHOUT a valid pass are given a detention.

**Shufflers:** You are in charge of directing the movement of tables when we create different configurations in class. This needs to be done kindly, neatly, and calmly. (e.g. for Socratic Seminars)

**Table Attendant:** In the last five minutes, go around and check that tables are situated correctly, with enough walking space. Check for any graffiti. If you notice this, ask the student sitting at that spot to erase it (for pencil) or clean it (pen).

**Timekeeper:** Keep Ms. Steenhard on track. Give subtle reminders when 10 minutes and 5 minutes of class remain.

**Understudy:** You are prepared at a moment's notice to step in to another classmate's roll if they are absent or unable to perform their job.

**Website Monitor:** Check the website once or twice a week to make sure I have added and updated everything you need as students. If I'm missing something, send me a quick email explaining what I need to add.

**White Board Attendant:** At the end of class, check with Ms. Steenhard to see which whiteboards need to be erased. Also, after the use of small whiteboards, monitor the boards to ensure they are properly erased and put away (including pens and erasers).

**Writing Conference Planners (WCP):** You will create a schedule for writing conferences. Each conference will last five minutes.