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# Job Descriptions 😊

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## Duplicating Papers

- ⇒ This job is done on Monday mornings; however, it does **not** need doing **every** Monday.
  - I like to prepare lesson work for weeks a few weeks at a time. This way I'm always ahead.
- ⇒ I have a folder that has material to be duplicated arranged in pockets that are
  1. ready for immediate duplication
  2. papers that need special attention.
- ⇒ Papers are duplicated and paper clipped together
- ⇒ Obvious groups can be placed together...math / vocabulary / Homework / etc. (This makes "putting away" easier for me!)
- ⇒ Names and "magic numbers" are written on the Friday Homework Note

## Clerical / Filing

- Student Work is a sensitive matter and it is important that anything you see is kept private and does not leave the room.
- ⇒ This job is done when you have time. Working moms/dads have even done this after school hours!
  - ⇒ Papers that are collected for Student Portfolios are filed. Every 2 weeks is usually a good time to check in.
  - ⇒ Approximately every 6 weeks, I will give a Reading Test, The scores are then recorded in the student's Reading Record.
  - ⇒ If you type, I may ask for help...it's not one of my strengths! ☺

## Extra Pair of Hands

- ⇒ Exactly that...working with the class as a whole / help putting up student work / extra pair of eyes and ears! / on the spot jobs

**Centers** Friday from 9:00-11:00 (on the weeks we have 5 school days) is a **special** center day!

### Art

- ⇒ Collecting and preparing materials from the Classroom / Art Room closet
- ⇒ Supervising small groups working on a project that incorporates concepts we are working on in our classroom.

### Cooking Science and Math and something to munch!☺

- ⇒ Collecting and setting up materials from the classroom in the cooking area.
- ⇒ Supervising small groups working on a cooking activity.
- ⇒ Incorporating the vocabulary / concepts of Science and Math in the process of making something yummy!

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## **Class Computers**

- ⇒ Working with individual / pairs of students on projects
- ⇒ Helping out when we get "stuck"!

## **Computer Lab (Friday 12:20 - 1:00)**

## **Books**

- ⇒ Helping individual students work through the steps in Writing: Write / Revise / Publish to produce a polished piece of work.
- ⇒ Making Class Books or Individual Student Books

## **Tutor Students: Language Arts / Math**

- ⇒ Working with individual students who need 1-1 attention on skill acquisition: numbers / sight words / math facts / etc.
- ⇒ Working with individual / small groups of students on an extension project: research in the Library or Internet.

## **Reading With Students**

- ⇒ Working with individual students....The goal is to read with an adult every day!

## **Inventories / Assessments**

- ⇒ This can be done any day except Mondays. It is best if you come after 9:15.
- ⇒ The skills checklist is on the Quiet Work Table by the Student Mailboxes.
- ⇒ Students may "sign up" to try to show what they know at any time.
- ⇒ Some students may need encouragement to make the attempt.
- ⇒ All students should be evaluated 1 time per month.
- ⇒ Any additions to the checklist should be recorded so I can transfer the information into my grade book.

## **Scholastic Book Orders** ~ under the new regulations I'm no longer able to do this. I must have a volunteer to provide this service to the class.

- ⇒ Add student names and date due to book order forms.
- ⇒ Collect monies and organize book order.
- ⇒ Send in book orders.
- ⇒ Pass out books to students when they arrive. (Books in baggies / placed in student mailboxes)

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**Your time is valued by not only me, but all the students you will help during this year! Thanks so Much!**