

## Macon Elementary - Cycle 3 Job Descriptions

Job Title	Job Description	Staff Sponsor	Grade Level
<b>Morning News Crew</b>  2 students per day/M-F rotation	Students will make announcements on the intercom in the mornings at 8:14. They will tell us the forecast, today's subs, inspirational quotes, and more! Students should have an enthusiastic reading voice.	3rd Grade Teachers	Grade 3  Must arrive at school by 8:00 a.m.
<b>Bus Sign Placement Person</b>  4 students	These students will place cones and numbers by the buses each day at 3:15. A Tiger Zone student leader will bring the signs in each day.	Mrs. Claas	Grade 4-5  Must be a bus rider, TZ, or Teacher's Kids.
<b>Breakfast Buddy</b>  2 students per day/M-F rotation	Students will be responsible for helping students at breakfast opening milk, syrup, and more. They will also assist in wiping tables and directing students. To apply for this job, you must be kind and helpful.	Mrs. White	Grades 3-5  Must arrive at school by 7:45 a.m.
<b>Birthday Coordinator</b>  2 students per day	Students will check in with Mrs. Meisner each morning to review the birthday calendar. After the morning news, the Birthday Coordinator will wish a happy birthday to anyone who has a birthday and invite them to the library for a small prize pack.	Mrs. Meisner	Grades 3-5
<b>Staff Birthday Celebrator</b>  2 students	This team will recognize staff birthdays with a small prize each day.	Mrs. J. Waller	Grades 2-5
<b>Morning Greeters</b>  6 students	Students will be stationed in three locations (front entrance, cafeteria, and bus drop off doors). They will greet students and guests each morning. The greeter at the cafeteria will also let everyone know what is for breakfast.	Mrs. Brown, Mrs. Bray, & Mrs. Mason	Grades 1-5  Must arrive at school

			by 7:50 a.m.
<b>Grounds keeper</b>  5 Students	Once a month (and as needed), groundskeepers collect trash and tidy up around the school and both playground areas. They may also help to disinfect door handles and water fountains to keep our school clean and germ free. They will also help tidy up before special events.	1st Grade Teachers	Grade 1
<b>Meteor- ologist</b>  2 students	The meteorologist will put together a weekly forecast each Monday for the following week. They will make a slide to include on the TV's. They will share with the classroom teachers as well.	Mrs. Pendleton	Grade 4
<b>Paparazzi Leader</b>  8 students/ 2 from each grade (2-5)	The Paparazzi Leader will be in charge of taking photos throughout the year with a school iPad. These students will create a Google Slides presentation to be included on school TV's and shared with teachers. The Paparazzi will also post printed pictures on the front bulletin board for everyone to enjoy. This leadership role requires an eye for photography, skill in Google Slides, and self-motivated work.	Mrs. Quinn	Grades 2-5  Must be TZ or teacher' s kid.
<b>Dismissal Door Stop</b>  2 Students	These students will report to the art and music room doors two minutes before dismissal. They will hold both doors near those rooms as students file out to go to the buses.	Ms. Mallett	Grades 1-5
<b>Gymnasium Clean Up Crew</b>  2 students per day/M-F rotation	The clean up crew will go to the gym each morning at 8:20 to sweep, gather lost and found items, put away cones, and make sure that the gym is ready for the day!	Coach Edwards	Grades 4-5
<b>Art Room Associate</b>  3 students per day (M/W/Th/F)	This job includes saving supplies from the floor, sweeping the floor, washing things in the sink, helping sort supplies, making a delivery, and more. Students must be tidy and responsible to apply.	Ms. Mallett	Grades 1-2

<b>Art Room Drying Rack Technician</b>  2 students per day/ (M/W/Th/F)	Students will unload the drying rack in the morning, sorting the artwork into class stacks, and putting the stacks away into the art storage cabinet when finished at 8:15 each morning. Students will also unload the towels off the towel rack and place in a basket to be ready for kids to use for the day.	Ms. Mallett	Grades 3-5
<b>Construction Paper Inventory Specialist</b>  3 people per quarter	This person will check the inventory of construction paper in the teacher workroom. Restock as needed. The student will use a cart to retrieve the necessary construction paper colors from the elementary art room paper closet and fill the drawers in the teacher workroom.	Ms. Mallett	Grades 3-5
<b>Art Show Exhibition Crew</b> (Available 4th Quarter only!)	This crew will meet after school from 3:30-4:00 every day for two weeks in April/May to prepare for the school wide art show. Students will assist in hanging the art show pieces. They will use step stools and staplers to hang the pieces and the participation ribbons.  <b>**FOURTH QUARTER JOB ONLY**</b>	Ms. Mallett	Grades 2-5  Student s must be TZ or Teacher' s kid.
<b>Set Up Crew</b>  10-12 students	Students will set up for school wide and special events such as assemblies, teacher luncheons, 4th grade spelling bee, parent-teacher conferences, etc. This job will take place during the school day when students are available to help. Students must be physically strong and dependable for this job.	Mrs. Hazen	Grades 4-5
<b>Lost &amp; Found Leader</b>  4 students	Collect and organize lost and found items. Prepare a table for display once per quarter.	Mrs. Wiegand	Grades 1-3
<b>Copy Clerk</b>  2 students daily (M-F Rotation)	Fill copy machine trays with paper each morning.	Mrs. Pollard	Grades 3-5
<b>Tiger Zone Snack Helper</b>  2 student daily	These students will get snacks ready for distribution each day for Tiger Zone.	Mrs. Wright	Grades 2-5  Must be TZ or teacher's kid.

<b>Border Patrol</b> 2 students	These students will use a stapler to help keep bulletin boards fastened. They will check posters, banners, and decorations in the hallways for anything that is out of place.	Mrs. Saltsgaver	Grades 3-5
<b>Cheer Cart</b> 9 students	These students will deliver treats to faculty and staff once per month.	Mrs. A. Oliver, Ms. McLay, & Coach Edwards	Grades 1-3
<b>Restroom Inspector</b> 6 students (3 girls/3 boys)	This team will check restroom floors 1-2 times each day for loose paper towels on the floor and report to maintenance when items need restocked. Use a checklist system to complete restroom chores.	Mrs. Farmer & Mrs. Leeper	Grades 2-5
<b>Morning Meeting MC &amp; Pledge Leader</b> 4 Students	These students will act as an MC and Pledge Leader during our monthly morning meetings. Students need a clear and enthusiastic reading voice.	Mrs. Brucks & Mrs. Millhollin	Grades 1-2 & Grades 3-5
<b>Morning Meeting Golden Presenters</b> 3 Students	Students will present <i>Golden Palette</i> , <i>Golden Keyboard</i> , and <i>Golden Notes</i> at Morning Meetings.	Mr. Lucas	Grades 1-2 & Grades 3-5
<b>Lunch Card Caretakers</b> 3 Students	These helpers will clean the laminated lunch cards on Friday afternoon so that they are fresh each week.	Mrs. Quinn	Grade 1
<b>Morning Hall Monitor</b> 4 Students	Responsible fifth grade leaders who will help monitor behaviors in the 3rd-5th grade hallway between 7:45 and 8:00 a.m.	5th Grade Teachers	Grade 5