

CLASS JOBS Description

Substitute Teacher: Responsible for teaching the class during the absence of the teacher. Substitute will be provided with other specifics from the teacher. Must have a current first aid and CPR certification

Public library Parent: Responsible for going to the public library and getting particular books or theme packets that pertain to that month's lessons. Must also keep a list of these books to ensure their safe return at the end of the month.

Cut out ABC letters: Will assist teacher in cutting out specific letters for the classroom. Paper will be provided by the school, if taken home **MUST** be returned when specified by teacher.

Craft Parents: Will assist teacher in preparing specific crafts for the classroom such as tracing, cutting, etc. Crafts taken home **MUST** be returned when specified by teacher.

Play-Dough Parent: Responsible for providing homemade or store bought play-dough as specified on play-dough chart. Recipe can be obtained from the teacher.

Scrapbook Committee Member: Creates a photo stream for the class and collects pictures from parents through out the school year. Along with a phot stream parents may email their pictures to the committee members. Along with collecting the photos the members need to organize the pictures into electronic folders. Scrapbook will be made using snapfish website. Teacher will give a specified committee member the log in.

Dress up clothes Washer: Take home dress up clothes, to be washed, folded and returned back to school. Laundry days will be posted on the laundry schedule

Laundry: Take home soiled towels, to be washed, folded and returned back to school. Laundry days will be posted on the laundry schedule

Writing center organizer: make sure their are stickers, paper, envelopes and the center is clean and organized.

Class Library Organizer: Responsible for getting the books out that are going to be read each month (example Halloween, fall, spiders) and put the others away.

Scholastic Books Order Organizer: Responsible for taking a part and stapling book order forms, add class code sticker and write the due date on the order form. Refer to scholastic schedule for scheduled month.