

CLASS JOBS DESCRIPTIONS

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 current first aid and CPR certification.

Working parent Sub: must be available to substitute for parents who aren't able to come on their work days. If any extra days are worked during a month they will count toward the next month's working days.

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 Parent: 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 the 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 throughout the school year. Along with a photo stream parents may email their pictures to the committee members. Along with collecting the photos the member needs to upload the pictures to the Snapfish

website. Teacher will give the specified committee member the log in. (25% tuition break)

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.

Puppet and stuffed animal washer: Take home puppets and stuffed animals to be washed 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 there 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 Book Order Organizer: Responsible for taking apart and stapling book order forms, adding class code sticker and writing the due date on the order form. Refer to Scholastic schedule for scheduled month.

Rover Room Toy Organizer (every 2 months): Organize the toys in the rover room. Days will be posted on the rover room toy schedule.

Pet Cage Cleaner (1 per month): Clean the class guinea pig cage, all supplies will be provided by the teacher. A schedule will be posted in class.