

Job Descriptions

PRESIDENT

Elected by class

- Excuses tables during dismissals
- Acts as line leader
- Leads portions of class meetings
- Leads flag salute/Daily Patriotic Observance
- Assigns students to "Clean-Up Crew"
- Hands out raffle tickets
- Runs raffle

VICE PRESIDENT

Elected by class

- Excuses tables with president
- Assumes responsibility of any officer or worker who is absent
- Assists president during classroom meetings
- Line monitor at end of line; takes second position when entering cafeteria
- Assists president in running raffle

SECRETARY

- Answers phone/intercom (Says, "Hello, Mr. Jarvis's Class; student speaking.")
- Takes notes during class meetings
- Hands out papers and flyers
- Changes date
- Helps corrects papers

MESSENGER

- Answers the door
- Takes attendance folder to office
- Goes to office and/or other classes to deliver messages
-

SECURITY OFFICER

- Makes sure both doors are shut and locked when class leaves
- Turns out lights when class leaves
- Makes sure students are quiet when lining up
- Helps to maintain Chromebook Cart

EQUIPMENT TECHNICIAN

- Cleans and erases whiteboard
- Helps to maintain Chromebook cart
- Cleans sink area
- Checks playground equipment in and out