

CLASSROOM JOBS

FOR HIGH SCHOOL STUDENTS

DAILY MANAGEMENT JOBS

ATTENDANCE TAKER	Marks attendance and hands in the list.
MATERIALS MANAGER	Passes out and collects supplies and handouts.
HOMEWORK COLLECTOR	Collects assignments and puts them in the turn-in tray.
TIMEKEEPER	Gives a heads-up before activities end.
DOOR / ENVIRONMENT MONITOR	Manages the door, lights, and windows.

TECH JOBS

TECH ASSISTANT	Sets up and troubleshoots classroom devices and audio.
PROJECTOR / BOARD MONITOR	Starts the projector and keeps the board ready.
DEVICE CHARGER MANAGER	Organizes chargers and the charging cart.
SLIDE ADVANCER	Advances lesson slides for the teacher.
PHONE CADDY MANAGER	Collects and returns phones at class time.

ACADEMIC SUPPORT JOBS

DISCUSSION FACILITATOR	Keeps discussions moving and shares turns fairly.
SCRIBE / NOTE TAKER	Shares key lesson notes with absent classmates.
PEER TUTOR	Helps classmates who get stuck on tasks.
ABSENT WORK COORDINATOR	Prepares labeled notes and handouts for absent students.
WARM-UP LEADER	Posts or reads the bell ringer and starts class.

CLASSROOM COMMUNITY JOBS

GREETER	Welcomes classmates, including new students.
CLASS HISTORIAN / PHOTOGRAPHER	Records projects and class events.
CLEANUP LEAD	Checks desks, floors, and shared areas before the bell.
LOST & FOUND MANAGER	Tracks and returns left-behind items.
SUBSTITUTE HELPER	Shows a substitute where things are and how class runs.

CLASSROOM JOB APPLICATION

Apply for the job you want!

Name: _____ Class/Period: _____

MY TOP 3 JOB CHOICES

1st choice: _____

2nd choice: _____

3rd choice: _____

CLASSROOM JOB OPTIONS

- | | |
|--|---|
| ☐ Attendance Taker | ☐ Peer Tutor |
| ☐ Materials Manager | ☐ Absent Work Coordinator |
| ☐ Homework Collector | ☐ Warm-Up Leader |
| ☐ Timekeeper | ☐ Greeter |
| ☐ Tech Assistant | ☐ Class Historian / Photographer |
| ☐ Projector / Board Monitor | ☐ Cleanup Lead |
| ☐ Device Charger Manager | ☐ Lost & Found Manager |
| ☐ Slide Advancer | ☐ Phone Caddy Manager |
| ☐ Discussion Facilitator | ☐ Door / Environment Monitor |
| ☐ Scribe / Note Taker | ☐ Substitute Helper |

WHY I'D BE GOOD AT THIS JOB

STUDENT SIGNATURE

Signature: _____

Date: _____

FOR TEACHER USE

Job assigned: _____

Approved: ☐ Start date: _____

OUR CLASSROOM JOBS

Class/Period: _____ Teacher: _____ Dates: _____

JOB	WHAT YOU DO	STUDENT	BACKUP
Attendance Taker	Marks who's present.		
Materials Manager	Passes out and collects supplies and handouts.		
Homework Collector	Collects assignments at the door.		
Timekeeper	Gives a heads-up before activities end.		
Door / Environment Monitor	Manages the door, lights and room.		
Tech Assistant	Sets up and helps with devices and audio.		
Projector / Board Monitor	Turns on projector and keeps board ready.		
Device Charger Manager	Organizes chargers.		
Slide Advancer	Moves slides forward.		
Discussion Facilitator	Keeps discussions moving.		
Clean Up Lead	Checks that the room is tidy.		
Lost & Found Manager	Keeps track of left-behind items.		
_____	_____		
_____	_____		

Check this chart when you walk in. Not sure? Ask your backup.

WEEKLY JOB ROTATION

Class/Period: _____ Teacher: _____ Rotation day: _____

JOB	WEEK 1 Date: _____	WEEK 2 Date: _____	WEEK 3 Date: _____	WEEK 4 Date: _____	WEEK 5 Date: _____	WEEK 6 Date: _____
Attendance Taker						
Materials Manager						
Homework Collector						
Timekeeper						
Door / Environment Monitor						
Tech Assistant						
Projector / Board Monitor						
Device Charger Manager						
Slide Advancer						
Discussion Facilitator						

HOW TO ROTATE:

On rotation day, every student moves down one row.

Tip: write names in pencil or on sticky notes so you can reuse it.