

CLASSROOM JOBS SYSTEM

CLASSROOM JOBS

These are possible classroom jobs for upper elementary students! Pick the ones that you think would be a good fit for your class and type them into the table on job application forms will automatically fill in the job titles.

JOB	TASKS
PAPER MANAGER	Hands out/collects papers
TECHNOLOGY MANAGER	Sets up technology such as the projector cart or pl
PHONE MANAGER	Answers phone and relays message or caller to te
DOOR HOLDER	Holds the door for students as they leave class
BREAKFAST MANAGER	Distributes/collects breakfast if it is served in necessary.
LUNCH MANAGER	Takes lunch basket to cafeteria and brings br lunch count if needed
ENERGY MANAGER	Turns off lights when you leave the classr
LINE MANAGER	Leads the line; stops at corners to ensur
LIBRARY MANAGER	Returns books to proper places in class repairing books when needed
RECYCLER	Collects paper scraps for recycling/i
DESK MANAGER	Checks desks daily or once a week
ERRAND MANAGER	Runs errands to other places in sr classrooms, etc.
CHAIR MANAGER	Makes sure all chairs are stack

JOB APPLICATION

Mark your top three choices.

What makes you a good choice for these positions?

Do you have any job experience?

Editable jobs application

Job description chart

Editable classroom jobs list

Job ID Cards



BUILD RESPONSIBILITY & CLASSROOM SYSTEMS!

With this resource, you will...

**PAPER
MANAGER**

DESIREE

**BREAKFAST
MANAGER**

JULIO

**TECHNOLOGY
MANAGER**

RENATA

**LUNCH
MANAGER**

JOEY

**PHONE
MANAGER**

AALIYAH

**ENERGY
MANAGER**

CHRISTY

**DOOR
MANAGER**

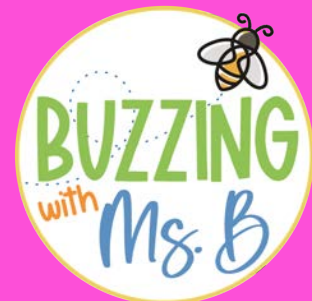
MADDIE

**LINE
MANAGER**

DONOVAN

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- ✓ Identify possible classroom jobs from a list
- ✓ Have students apply for the classroom jobs you choose
- ✓ Create a job chart for your class
- ✓ Remind students of jobs with ID cards, clip chart, or a pocket chart





How to use this resource

CLASSROOM JOBS

These are possible classroom jobs for upper elementary students! Pick the ones that you think would be a good fit for your class and type them into the table on the next page. Your job application forms will automatically fill in the job titles.

JOB	STUDENT(S)
PAPER MANAGER	Hands out/collects papers
TECHNOLOGY MANAGER	Turns on technology such as
PHONE MANAGER	Answers phone and messages
DOOR HOLDER	Holds the door for student
BREAKFAST MANAGER	Distributes/collects breakfast
LUNCH MANAGER	Takes lunch basket to cafeteria
ENERGY MANAGER	Turns off lights when class
LINE MANAGER	Leads the line, steps at car
LIBRARY MANAGER	Helps students to prepare all
RECYCLER	Collects paper, scrap for
DESK MANAGER	Checks desks daily or once
STUDENT MANAGER	Runs errands to other jobs
CHALKER MANAGER	Holds up or all chalks on a
PET MANAGER	Ensures the pet is fed and
PLANT MANAGER	Water the plant, dust leaves
CANVAS MANAGER	Washes canvas off the canvas
CALENDAR MANAGER	Changes the date on the
BIRTHDAY MANAGER	Checks the birthday wheel

2. LET STUDENTS APPLY

Give students the half-sheet (up to 12 jobs) or full-sheet (up to 18 jobs) application.

JOB APPLICATION

Mark your top three choices

JOB	STUDENT(S)

What makes you a good choice for this position?

If I am chosen for this job, I will complete my duties on time. I understand that if I do not complete my job requirements, I may be terminated from this position.

Name _____ Date _____

PAPER MANAGER DESIREE	BREAKFAST MANAGER JULIO
TECHNOLOGY MANAGER RENATA	LUNCH MANAGER JOEY
PHONE MANAGER AALIYAH	ENERGY MANAGER CHRISTY
DOOR MANAGER MADDIE	LINE MANAGER DONOVAN

1. CHOOSE YOUR JOBS

Use the jobs list to figure out which jobs you want in your classroom. Type them onto your list and your application automatically populates!

3. PICK YOUR HIRES & MAKE YOUR CHART

Type student names into the list and the ID tags. You can use them on a clip chart, pocket, chart, or to give to students!

CLASSROOM JOBS

[illegible]

These are positions that you think would be a good fit for you. The job application forms will automatically fill in the jobs you select.

JOB	TASKS
PAPER MANAGER	Hands out/collects papers
TECHNOLOGY MANAGER	Sets up technology such as the projector cart or plugging in tablets
PHONE MANAGER	Answers phone and relays message or caller to teacher
DOOR HOLDER	Holds the door for students as they leave class or return to class
BREAKFAST MANAGER	Distributes/collects breakfast if it is served in the classroom
LUNCH MANAGER	Takes lunch basket to cafeteria and counts lunch count if needed
ENERGY MANAGER	Turns off lights when you leave the classroom
LINE MANAGER	Leads the line, stops at corners to ensure line stays in line
LIBRARY MANAGER	Returns books to proper places in classroom library and repairs books when needed
RECYCLER	Collects paper scraps
DESK MANAGER	Checks desks daily for trash
ERRAND MANAGER	Runs errands to other classrooms, etc.
CHAIR MANAGER	Makes sure all chairs are in line
PET MANAGER	Ensures the pet is fed and has a clean cage
PLANT MANAGER	Waters the plant daily/weekly
CENTERS MANAGER	Makes sure all the centers are clean
CALENDAR MANAGER	Changes the date on the calendar
BIRTHDAY MANAGER	Checks the birthday calendar and celebrates birthday

When you finish, you will have a list of jobs here...

When you type your jobs here...

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These are possible classroom jobs for upper elementary students! Pick the ones that you think would be a good fit for your class and type them into the table on the next page. Your job application forms will automatically fill in the job titles.

[illegible]

JOB APPLICATION

Mark your top three choices.

- They automatically
- fill in here!

Does this make you a good choice for these positions?

o you have any job experience?

If I am chosen for this job, I will complete my duties on time. I understand that if I do not complete the job requirements, I may be terminated from this position.

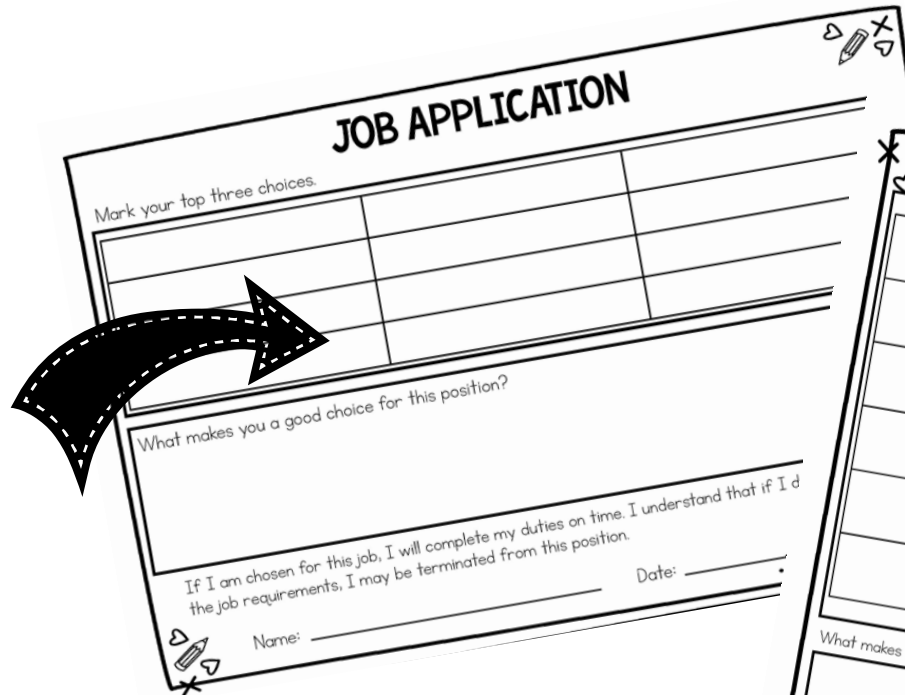
Date: _____

Name: _____

Date: _____

18 DIFFERENT JOBS TO CHOOSE FROM!

JOB APPLICATIONS



JOB APPLICATION

Mark your top three choices.

What makes you a good choice for this position?

If I am chosen for this job, I will complete my duties on time. I understand that if I do not meet the job requirements, I may be terminated from this position.

Name: _____ Date: _____

Half-page version includes 12 spots for classroom jobs and asks kids to explain why they're a good hire.



JOB APPLICATION

Mark your top three choices.

What makes you a good choice for these positions?

Do you have any job experience?

If I am chosen for this job, I will complete my duties on time. I understand that if I do not complete the job requirements, I may be terminated from this position.

Name: _____

The full page includes 18 spots for jobs and asks kids about their previous experience and why they're a good hire.

2 EDITABLE VERSIONS INCLUDED

EASILY EDIT THE ID TAGS

- ✓Fonts are already included
- ✓Just type into the box
- ✓Blank/editable tags included
- ✓Black and white and colorful versions
- ✓Put them in a pocket chart or on the dry erase board with magnets!



ALTERNATE OPTION: USE CLOTHESPINS

 PAPER MANAGER	Donovan
 TECHNOLOGY MANAGER	Brodie
 PHONE MANAGER	Trinity
 DOOR MANAGER	Luis

 BREAKFAST MANAGER	Dashell
 LUNCH MANAGER	Tony
 ENERGY MANAGER	Ebony
 LINE MANAGER	Oliver

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