

CLASS JOBS/ LEADERSHIP ROLES




It's important that you define your jobs, create expectations, and teach these expectations before students start filling their job. Make sure students understand that they can be suspended or fired from their job if they cannot fulfill their duty or aren't responsible.

CLASS JOB	DESCRIPTION
Materials Manager	Collects and hands out materials
Communication coordinator	Manages class calendar and write activities on the board.
Energy conservation	Turns off lights and computers when you leave the class.
Transition coordinator	Responsible for making sure everyone is in line and ready before every transition, also line leader.

Leadership roles are a little different. While jobs are basic classroom tasks that anyone can complete, leadership roles need to be based on students' strengths. This allows them to step up as a leader when working with their peers. You can assign a role to each member of a group. Adjust these as needed.

LEADERSHIP ROLE	DESCRIPTION
Teaching assistant	Student designated to help when other students raise their hand while you are teaching small groups
Team Leader	Student designated to help when other students raise their hand while you are teaching small groups
Time Keeper	Student responsible for monitoring the time and assuring assignments are completed within the given time.
Communication Director	Student responsible for speaking for the group when asked to share.



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