**Sanitation Commissioner**: This person will make sure the classroom is clean and orderly at the end of class. They will take up trash at the end of class and ask students to clean up behind themselves. The goal is make sure the class is clean and ready for the next class.The Sanitation Commissioner may end up being the last person out of class at the end of the period.

**Class Clerk/Asst. Class Clerk:** These students will pass out all papers and supplies as we need them. The class clerks will return graded papers during the Warm Up. Supplies and other items will be taken up at the end of the hour. They will need to do this job automatically without being told!

**Class Secretary/Assistant Secretary**: The person will complete the assignment book, planner, and/or missing work folders etc. on a daily basis. Absent students can consult the secretary for missing work.

**Administrative Assistant:** This person will answer the class telephone when I am in the middle of the lesson with an appropriate script. They will run errands as needed. They will make me aware of questions on the Parking Lot. The administrative Assistant is my “right-hand man” and basically is there to help me when I need it.

**Environmentalist:** This person will be in charge of making sure our environment is set for whatever we are doing for that day. The will hit the lights, open windows, odor control, etc.

**Class Reporter:** This person will make class announcements. I will have the announcements written, but this person will verbalize them, so I don’t have to keep repeating myself every day, every hour.

**Foreign Ambassador:** This person will welcome visitors and new students. They will help the new student adjust and keep them filled in until the newbie is comfortable. The Foreign Ambassador maybe have a couple empty desks around them for the purpose of completing their job.

**Time Keeper:** This person will keep time during class. They will let me know when my 12 minutes of lecture time are up and when there is 7 minutes left (just examples) left to go through the wrap up. The time keeper will keep time of task as directed.

**Techie:** This person is in charge of getting the technology (computers/ipads/TV’s etc.) up and running. They can also be used as a support contact for students (troubleshooting). He/she may come after school and help me with the blog, updating it with information from the secretary log.

**Librarian:** Responsible for making sure that the classroom library is orderly at the end of class and books are the way **I** like them. May be responsible for helping each student find a book of interest. May be responsible for bringing in (checking out) books relevant to content.

**Clean Up Crew:** One student from each class will come after school to clean off the boards, wipe down desks, dust, close windows and help prepare the room for the next day. This could also be done quickly in between classes.