## Group Jobs

Each member of the group at your table will have a job to do during the class that helps the classroom run smoothly.

* **What does the Notebook Ninja do?**

At the beginning of each period the **Notebook Ninja** is responsible for getting their table’s Science journals from the box on the designated shelf. At the end of the period (when told to do so by the teacher) they take all of the Science Notebooks and place them neatly on the shelf.

* **What does the Supply Sergeant do?**

The **Supply Sergeant** is responsible for keeping the supply bucket at each group organized and clean. They make sure that each bucket has scissors, erasers, emergency pencils and the glue sticks are kept filled. If a glue stick is used up, they throw away the old one and replace it with one from the class stock and put away tape dispensers when they’re used.

* **What does the Materials Manager do?**

The **Materials Manager** is responsible for collecting lab materials for their table, maintaining everything in working order and returning all of the materials to the proper place in the room when the labs are complete. If there is glassware to be washed, they help the Clean-up Crew complete any cleaning of lab materials before returning them to the proper place.

* **What does the Paper Person do?**

The **Paper Person** is responsible for getting the folders at the beginning of each class and passing out the daily work that gets glued into our journals. If someone is absent, they’re responsible for putting a copy into the missing person’s hot pocket at the back of their journal and then returning the folders to the work table. They are also responsible for checking the papers that are placed in the “new work basket” and have to ensure everyone has put their names on their papers and making sure all the papers from the table are straight and ready to be turned in. If someone has forgotten to write their name on their paper the Paper Person can choose to remind them or place a zero on their paper.

* **What does the Clean-up Crew do?**

The **Clean-up Crew** is responsible for throwing out any excess paper or reminding classmates at their table to properly dispose of trash, keeping it out of the supply buckets. If we do a lab that requires rinsing or cleaning glasswork, they’re responsible for washing out materials, and placing them to dry on a paper towel. They are also responsible for monitoring floors and reminding classmates if they’ve left a mess around their desk.

* **What does Timer Titan do?**

The **Timer Titan** is responsible for controlling stop watches during labs, timing experiments and reminding the people at their table when class is almost over so cleanup can begin.

* **What does the Teacher’s Assistant do?**

The **Teacher’s Assistant** is responsible for reminding the teacher to take attendance and help students to the nurse and taking anything to the office as needed. They are also responsible as the “door monitor” answering the door or phone as needed in a polite manner. If there’s a substitute for the day, they are in charge of assisting the sub by carrying attendance to the office and determining who is the shining star for exemplary behavior during the class period and reporting it to the teacher for due rewards. (Their choice is verified by the class so it’s not just a “buddy system.”)

* **What does the Substitute do?**

The **substitute** takes the place of any student who is absent or late to class and fills in for them. See the responsibilities above.

Every nine weeks you will change jobs. You should not have the same job more than once. If there is a problem choosing jobs you should play Rock-Paper-Scissors best two out of three times.

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| --- | --- | --- |
| **9 weeks** | **My Job** | **Change Date** |
| 1st |  |  |
| 2nd |  |  |
| 3rd |  |  |
| 4th |  |  |