

EMPLOYMENT OPPORTUNITY



Position: *Attendance Monitor (Permanent, part-time)*

Salary: *\$100 per week with regular pay increases and bonuses based on performance.*

Start Date: *Immediately*

Responsibilities: *The Attendance Monitor (A.M.) is responsible for using the card chart to accurately take Lunch Count and neatly complete the yellow attendance sheet each morning at precisely 8 a.m. The A.M. must change the yellow sheet and Attendance Chart when students are tardy. The A.M. must record card changes on the Attendance Chart during clean-up time at the end of the day. The A.M. must remind students with card changes to record their fines in their checkbooks. The A.M. must return the black cards to the card chart after recording all card changes. Because these duties are among the most important in the classroom, responsibility for them must be taken seriously; raises, bonuses, and continued employment hinge on a quality performance.*

Education Requirements:

Preference given to students with perfect or near-perfect attendance and a history or successful class work.

Application process:

Submit the following:

- Official Application*
- Resume detailing your educational background and work experience*
- Perfect paragraph** explaining why you would be a successful Attendance Monitor*

EMPLOYMENT OPPORTUNITY



Position: *Teacher's Assistants (Two permanent, part-time positions available)*

Salary: *\$100 per week with regular pay increases and bonuses based on performance.*

Start Date: *Immediately*

Responsibilities: *The Teacher's Assistants (TAs) are responsible for using their recesses and free time to sort and correct papers, record data, and organize materials. The TAs manage the classroom calendar, run errands (including delivering messages to and from the office and other classrooms), lead the Pledge, assist with PE set-up, lead specific classroom activities as directed by the teacher, and complete a variety of minor tasks as needs arise. The TAs may also be asked to update and maintain the Power Point slide show and develop bulletin board displays.*

Education Requirements:

We're looking for people who are good listeners, well-organized, self-managers, and able to follow directions consisting of multiple steps. They must possess good communication skills and attend class consistently.

Application process:

Submit the following:

- Official Application*
- Resume detailing your educational background and work experience*
- Perfect paragraph*** *explaining why you would be a successful Teacher's Assistant*

EMPLOYMENT OPPORTUNITY



Position: *Homework Manager (Permanent, part-time)*

Salary: *\$100 per week with regular pay increases and bonuses based on performance.*

Start Date: *Immediately*

Responsibilities: *Organize, check-in, and collect homework from Room 3 students on daily basis. Includes sorting the homework, marking reading stars in the grade book, scanning written work for correctness, and collecting missing homework from students who didn't turn in work. Homework Manager is also responsible for counting reading stars and reporting totals to teacher.*

Education Requirements:

Preference given to those with successful homework history and those who finish their regular classroom work in a timely manner (so that they have time to complete the above described duties).

Application process:

Submit the following:

- Official Application*
- Resume detailing your educational background and work experience*
- Perfect paragraph** explaining why you would be a successful Homework Manager*

EMPLOYMENT OPPORTUNITY



Position: *Distributor (Two permanent, part-time positions available)*

Salary: *\$65 per week with regular pay increases and bonuses based on performance.*

Start Date: *Immediately*

Responsibilities: *The Distributors distribute classroom materials including new and used homework, worksheets, tests, and promotional flyers as directed by teacher. The Distributors also deliver textbooks, supplies, and materials to and from staff room and other classrooms.*

Education Requirements:

We're looking for people who can distribute quickly, but who also distribute with care, treating their clients respectfully as they pass out papers. We're also looking for candidates who can be trusted to keep student grades private, who respect the confidentiality of their scores.

Application process:

Submit the following:

- Official Application*
- Resume detailing your educational background and work experience*
- Perfect paragraph*** *explaining why you would be a successful Distributor*

EMPLOYMENT OPPORTUNITY



Position: *Custodians (two permanent, part-time positions available)*

Salary: *\$75 per week with regular pay increases and bonuses based on performance.*

Start Date: *Immediately*

Responsibilities: *Keeping classroom clean and organized. Duties include cleaning sink, keeping shelves and counters neatly organized, making sure floor is clean and clear at the end of the day, checking trash for recyclables, emptying recycle bin, closing blinds, putting up spare chairs, dusting monitors and computers, and anything else related to a clean environment.*

Education Requirements:

We're looking for hard-working, responsible people with an eye for detail. Good attendance is a must.

Application process:

Submit the following:

- Official Application*
- Resume detailing your educational background and work experience*
- Perfect paragraph*** *explaining why you would be a successful Custodian*

EMPLOYMENT OPPORTUNITY



Position: *Teacher Assistant (permanent)*

Salary: *\$75 per week with regular pay increases and bonuses based on performance.*

Start Date: *Immediately*

Responsibilities: *Running errands, keeping white board clean, maintaining calendar, taking lunch count, and assisting with activities as directed by teacher.*

Education Requirements:

We're looking for someone who is exceptionally organized and responsible. He or she should have superior attendance and a successful class work and behavior history.

Application process:

Submit the following:

- Official Application*
- Resume detailing your educational background and work experience*
- Perfect paragraph** explaining why you would be a successful Assistant*