FOR TEACHERS · K–5TH GRADE · CLASS JOBS · 1 OF 5

Classroom Job Chart Cards

Cut out the cards and pin them on a board. Clip a student's name to each job, or write it on the line.



Teacher: _____ **Week of:** _____

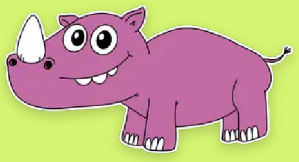
Line Leader	**Door Holder**	**Caboose**	**Paper Passer**
Pencil Helper	**Plant Waterer**	**Librarian**	**Lights Helper**
Calendar Helper	**Messenger**	**Board Cleaner**	**Supply Manager**
Recess Gear	**Tech Helper**	**Floor Checker**	**Job Sub**

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CLASSROOM · 1ST–5TH GRADE · CLASS JOBS · 2 OF 5

What Does Each Job Do?

Read what each job does. Cut out the cards and post them next to the job chart so everyone knows the job.



Name: _____ **Date:** _____

Line Leader
Leads the line, walks at a steady pace and stops at each corner to wait for the class.

Door Holder
Holds the door open until everyone is through, then closes it quietly.

Caboose
Is last in line, turns off the lights and checks that nothing is left behind.

Paper Passer
Hands out papers to each table and collects work when the teacher asks.

Pencil Helper
Sharpens pencils at the start of the day and fills the pencil cup.

Plant Waterer
Checks the soil each morning and waters the plants when the soil is dry.

Librarian
Keeps the class library neat and puts returned books in the right bin.

Messenger
Takes notes to the office or another room, walking with a buddy if needed.

Board Cleaner
Erases the board at the end of the day and puts the markers away.

Supply Manager
Checks that each table has glue, scissors and crayons, and tells the teacher what is low.

Floor Checker
Looks for scraps and trash on the floor before the class leaves.

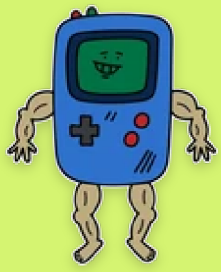
Job Sub
Does the job of anyone who is absent today.

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CLASSROOM · 2ND–5TH GRADE · CLASS JOBS · 3 OF 5

Classroom Job Application

Apply for the class job you want. Tell why you would be great at it, just like a real job application.



Name: _____ **Date:** _____

First choice job: _____

Second choice job: _____

Why I would be good at this job:

Skills I have (check all that are true)

- ☐ I am on time
- ☐ I am careful
- ☐ I follow directions
- ☐ I am a good helper
- ☐ I remember things
- ☐ I am kind to others

A time I showed I am responsible:

Reference (a classmate): _____

My signature: _____

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CLASSROOM · K–2ND GRADE · CLASS JOBS · 4 OF 5

My Daily Responsibilities

Check each box when you do it. Keep this checklist on your desk or in your folder.

Name: _____ **Date:** _____



Morning

	Mon	Tue	Wed	Thu	Fri
Hang up my backpack and coat	☐	☐	☐	☐	☐
Turn in my folder	☐	☐	☐	☐	☐
Make my lunch choice	☐	☐	☐	☐	☐
Get my pencil and supplies ready	☐	☐	☐	☐	☐
Start my morning work	☐	☐	☐	☐	☐

Afternoon

	Mon	Tue	Wed	Thu	Fri
Clean up my desk	☐	☐	☐	☐	☐
Put my folder in my backpack	☐	☐	☐	☐	☐
Stack my chair	☐	☐	☐	☐	☐
Get my backpack and coat	☐	☐	☐	☐	☐
Line up quietly	☐	☐	☐	☐	☐

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FOR TEACHERS · K–5TH GRADE · CLASS JOBS · 5 OF 5

Job Rotation Chart



Write the jobs down the side and the weeks across the top. Fill in who does each job so everyone gets a turn.

Teacher: _____ **Month:** _____

Job	Week 1	Week 2	Week 3	Week 4

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