

Mr. Tepley's Class Jobs Checklist/Payment Sheet

Did your team complete all there job expectations this week? Circle your group jobs.

Maintenance

Give bin and desk cleaning reminders
 Replace sign out sheet if needed
 Erase board in the p.m.

Assistance

Act as messenger
 Lead flag salute
 Distribute mail on Fridays
 Pass out paper and supplies when needed

Organization

Recycle paper
 Remind classmates to keep backpacks and coats on hallway hooks
 Dismiss classmates to line up when ready.

Technology

Turn computers on - a.m.
 Shut down in the p.m.
 Clean and dust computer terminals
 Assist other students on computers

Efficiency

Lead line
 Hold door for class
 Take lunch tubs to the gym and pick them up after lunch
 Make sure lunch tub is empty in the p.m.
 Return books to library

Vacation

Help as needed, this is your week off!

Team Job Completion Checklist		
Monday _____ Date	What tasks were completed?	We forgot to...
Tuesday _____ Date	What tasks were completed?	
Wednesday _____ Date	What tasks were completed?	
Thursday _____ Date	What tasks were completed?	
Friday _____ Date	What tasks were completed?	
Student Names _____ Pd _____ _____ Pd _____ _____ Pd _____ _____ Pd _____		Group Number _____
		Monday Date: ____ / ____ / 2009 Friday Date: ____ / ____ / 2009