



TEAM LEADER RESPONSIBILITIES:



1. Messenger (Daily)

- a. Bring and receive messages from other teachers, the office, etc.

2. Paper distributor (Daily)

- a. Distribute anything that needs to be passed out to classmates.

3. Last in line (Daily)

- a. Last person to leave the room and turn off the lights.

4. Census bureau (Daily)

- a. Write the names of students absent when the final bell rings.
- b. During HELP period place all attendance clothes pins to "OUT".
(As needed)
- c. After you take attendance place an absent student folder on the desk of any student who is not present. You are responsible for taking that folder to language and social studies for any missing work. Do not worry about exploratory classes. Make sure you fill out the blue absent student sheet and check the box for subjects the student will need their book for. You may have to go into another student's desk so be respectful of their property!
- d. Some students will have their work picked up during the day. In these cases I will let you know and collect the necessary materials myself.

5. Date keeper (Daily)

- a. Change sign from Day 1 or Day 2, keep calendar up to date as needed.

6. Transparency/ board cleaner (Every day)

- a. Clean off any transparencies used during the day and erase the white boards.

7. Horticulturalist (Twice a week)

- a. Water classroom plants three times a week (i.e.: Tuesday/Friday).

8. Allergy manager (Once a week-Friday)

- a. Wipe off surfaces in the classroom.

9. Guest teacher helper (As needed)

- a. When there is a guest teacher you are responsible for answering their questions about the classroom and showing them where supplies are kept.

If you have any questions or need help with your responsibilities, then talk to the previous Team Leader and then ME! Always ASK if you do not know!