Teacher’s Assistant (1)
- Helps the teacher with all that is necessary to keep the classroom running smoothly
- Takes attendance in the morning
- Assists substitutes as needed

Travel Agents (4)
- Serve as line leaders & back line monitors
- Model slow, quiet, & mature behavior while traveling on the stairs and in the hall
- Open and hold doors as necessary

Courier (1)
- Delivers messages and the attendance for the teacher

Managers (2)
- Pass out & take up papers/materials at the teacher’s request
- Sharpen pencils periodically
- Restock table baskets with supplies as needed

Librarians (2)
- Keep the baskets in classroom library neat and organized
- Assist the teacher with book orders

Community Coordinators (2)
- Watch for “spotlight” behaviors
- Remember & organize signings of birthday cards
- Inform teacher/organize signings of cards for other important days that community members experience (*birth of siblings, concerts, etc.*)

Conservationist (1)
- Helps to open AND close windows each day
- Closes the classroom and closet doors when needed
- Shuts off the lights when room is empty
- Waters plants regularly

Event Coordinator (2)
- Assists during all classroom events (publishing parties, celebrations, etc.)
- Has the ability to appoint assistants during events
- Gives the toast at celebrations

Understudy (1)
- Understands responsibilities of all positions.
- Is able & willing to fill in when others are absent or unable to fulfill duties