



ASSISTANT

- Take the attendance/ASP folder to the office every morning
- Help Mrs. Braswell pass out and collect materials when needed
- Assist others with classroom procedures if Mrs. Braswell is unavailable

FOLDER STUFFER

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- Check PAWS folders for incoming mail for Mrs. Braswell
 - Put folders in cubbies
 - Stuff cubbies or folders as needed by Mrs. Braswell

LIBRARIAN

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- Check classroom library daily during pack and stack to make sure it remains neat and organized
 - Update and maintain classroom library inventory
 - Compile “wish list” of books for class library based on the needs and requests of our class

IPAD ENGINEER



- Make sure iPads are properly put away after use
- Charge iPads as needed
- Provide support to classmates/substitute teachers when using iPads as needed

INSTAGRAM PHOTOGRAPHER




- Take QUALITY photos of classroom events and activities
- Favorite the BEST photos
- Airdrop photos to Mrs. Braswell during pack and stack for uploading to the class Instagram page

CLEAN UP CREW



- Wipe down desks during pack and stack
- Check the floors daily during dismissal and clean up as needed
- Wipe counters, book shelves, tables, and sink every Friday
- Lead materials clean up on Science Fridays

TECH GURU

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- Make sure computers and laptops are properly put away after use
 - Charge laptops when class uses cart
 - Provide support to classmates/substitute teachers when using laptops/computers as needed