



School Family Jobs

Every student in a classroom has a job that helps contribute to the greater good of the class. These Classroom School Family Jobs help children experience responsibility, self-worth, inclusion, accomplishment, unity and school spirit. The same holds true for Faculty and Staff School Family Jobs.

Use this chart as the starting point for your own Faculty and Staff School Family Job list. If the jobs you require match those listed, then simply fill in the names of the people who will do each job. If not, then edit the document to create your own list. Each job requires the job name, a brief description and the names of the people responsible for the job. Rotate jobs every two weeks.



School Family™ Jobs for Staff

Arrival Jobs (Every staff member's job matters!)

| Job | Description | Name(s) |
|---|--|---------|
| Carpool Safekeeper Bus Greeter | Collect students from the following buses: _____, _____, _____ check their tags and walk them to their appropriate arrival destinations so all bus riders get to school safely | |
| Carpool Safekeeper Car Rider Greeter | Collect students from the carpool lanes, check their tags and walk them to their appropriate arrival destinations so all car riders get to school safely | |
| Carpool Safekeeper Car Unloader | Assist car riders from their vehicles to carpool lanes safely | |
| Carpool Safekeeper Arrival Car Rider Monitor | Keep car riders who are waiting for a Car Rider Greeter, safe by helping students keep their School Family Dismissal Time Commitments | |
| Carpool Safekeeper Walker Greeter | As walkers arrive to the school building, check their tags and walk them to their appropriate arrival destinations so all walkers get to school safely | |
| Arrival Greeter | Make your way around the school saying, "hello" with a friendly wave, a smile and eye contact | |

Dismissal Jobs (Every staff member's job matters!)

| Job | Description | Name(s) |
|---|---|---------|
| Carpool Safekeeper Dismissal Coordinator | Update and print all dismissal lists each week and place them on appropriate clipboards so all Safekeepers know how all of the students are leaving school | |
| Carpool Safekeeper Bus Loader | Collect students from the following classrooms: _____, _____, _____ Check their tags and walk them to their buses so all bus riders get on their buses safely | |

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| Carpool Safekeeper Car Rider Helper | Collect students from the following classrooms: _____ _____ Check their tags and walk them to their designated carpool lanes so all car riders are delivered to their cars safely |
| Carpool Safekeeper Walker Helper | Collect students from the following classrooms: _____ _____ Check their tags and guide walkers to the appropriate exit so all walkers leave the school safely |
| Carpool Safekeeper Car Caller | Call vehicle numbers out so the Car Rider Helpers can walk car riders to the appropriate car lanes safely |
| Carpool Safekeeper Car Loader | Assist car riders from the car lanes to their vehicles safely |
| Carpool Safekeeper Car Rider Monitor | Keep car riders who are waiting for dismissal safe by helping students keep their School Family Dismissal Time Commitments |
| Goodbye Wisher | Make your way around the school saying, “goodbye” with a friendly wave, a smile and eye contact |

School Family Staff Jobs

| Job | Description | Name |
|--|--|-------------|
| Barista | Prepare regular and decaffeinated coffee in the morning | |
| Wish Well Helper | Place absent staff members’ names/pictures on the Wish Well Board and announce during the Brain Smart Start or provide the names to the person conducting the Brain Smart Start | |
| We Care Helper | Make sure the Staff We Care Bag is in its designated place at the beginning and end of each day. Refill contents as necessary (Band-Aids, tissues, stress relief balls) and add contents as you wish (encouraging messages, scented lotions, etc.) | |
| Staff Friends and Family Book Keeper | Create and maintain a Staff Friends and Family Book | |
| Technology Monitor | Set up technology for trainings and meetings | |
| Celebration Team Collection Committee | Inform staff of upcoming collections and collect dues from willing participants | |

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| Celebration Team Shopper | Make purchases on staff's behalf with collection dues when necessary | |
| Celebration Team Birthday Coordinator | Create a birthday ritual and lead it for all staff members' birthdays | |
| Conscious Discipline Team Book Worm | Facilitate Conscious Discipline book studies | |
| Conscious Discipline Team Structure Constructor | Assist with implementation of structures school-wide | |
| Conscious Discipline Team Peer Coach | Assist peers with classroom implementation | |