

# **Girl Student of the Week Job Description**

## **A. Librarian**

Each morning between 7:45-8:00 students are allowed to check out books. You are to sit in the reading corner only during this time.

While in the reading corner finish your board work or read silently.

### **What to do when someone checks out a book:**

1. Only three people are allowed to check out a book at a time. No one can sit in a chair to read during this time and no talking.
2. Once a student has picked out a book, you pull the card from the file for them to sign their name and date. The cards are in order by the author's last name. If there is more than one of the same book make sure that you match the number from the book and the card before the student signs their name.
3. You put their card in the appropriate number pocket on the bulletin board.

### **What to do when someone returns a book:**

1. Take library card from their number pocket.
2. Correctly file the card using the author's last name.
3. You put the book back in the correct location.

## **B. Recorder**

1. You are to record assignments/homework for students that may be absent.
2. Use the folder labeled absent students and fill out the form provided.
3. Put the form and all other sheets from the day in the student's work pocket on the board.

## **C. Teacher Helper**

1. You will help me with any other activities in the room.  
(examples file papers, grade papers, organize things)
2. You will help run Homeworkopoly on Friday.