

## Duty Descriptions

**MORNING DUTY**--This is our chance to set the tone for the day by speaking a positive word to a student. Smiles are free but have great value!!

- \*All Extra Duty-Extra-Pay positions must be on duty at 7:15. Most of our students begin arriving at that time and need supervision.
- \*All other staff must be on duty at the assigned location at **7:30**.

**AFTERNOON DUTY**--You will need to find coverage for the students in your fun club/homeroom for the last 3 minutes of the day (3:20). Students should not be unsupervised.

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**Car Riders AM:** Hank Hunt will be in charge of morning car rider duty. He is counting on you to be there on time. Please be ready to open car doors and welcome each student. Be vigilant! We want everyone to be safe! Duty lasts until 7:50.

**Car Riders PM:** Kim Leatherman will be in charge of afternoon car rider duty. Be vigilant! This needs to run safely and quickly. You will help by listening for names called and making sure that students are safely waiting/loading. If you have this duty, you may leave when the bulk of the students are gone or 3:40, whichever comes first.

**Buses AM:** Paige Brown will be in this location. Greet students as they exit the buses. Record the arrival time of each bus. Collect any office referrals from the drivers and drop them off at the office.

**Buses PM:** One staff member should be on each side of the parking lot to monitor students leaving the building. Give an "all clear" shout out on the walkie to an administrator when all students have exited and have loaded. Duty is over when all buses have left the parking lot.

**Foyer AM:** You have the job of greeting every student who passes through the foyer and make sure that they move along to their assigned place (6th & 7th to the gym/ 8th to the cafeteria). The bell will ring at 7:53 to dismiss 6th & 7th grade students to class, but you need to remain on duty until the next bell at 7:58.

**Foyer PM:** This will be a VERY busy place when everyone is dismissed at 3:23! Please keep students moving towards their exit (buses, cars, walkers). Nobody should be running or shoving.

**EC Buses:** This morning duty involves helping the Life Skills/Severe and Profound students as they are exiting their buses and/or monitoring students who have already arrived. You are finished when the last EC bus leaves.

**Cafeteria:** Jessica Reel will be in charge of where our 8th graders will be waiting each morning. Please make sure that the students know where to sit until breakfast begins at 7:50. 8th grade teachers should be coming to the cafeteria at 7:50 to monitor their homerooms while they go through the breakfast lines. After students have gone through the line to get their free breakfast, they will sit at their assigned homeroom table:

Table 1- Boykin	Table 5- Boyles
Table 2- Fowler	Table 6- Goudreau
Table 3- Lawing	Table 7- Leatherman
Table 4- Shaw	Table 8- Reel

They may talk quietly, but should not be moving around the room. When all spaces are filled at a table, that homeroom teacher will take his/her students to the classroom to eat. If you have duty in the cafeteria, you are free to go to your room when the bell rings at 7:53.

Gym: Steve Bailey will be in charge of gym duty. He is counting on you to be on time to help monitor 2 grade levels (6th and 7th). Students will be divided on each side of the gym. They may talk quietly, but should not be moving around the room or playing with equipment. No student should be eating/drinking anything in the gym. This is a great time to greet students and get to know them. When the bell rings at 7:53, they will be dismissed by sections to minimize a bottleneck in the stairwell and the area outside the gym. Please help monitor this to ensure a quick and continuous traffic flow.