



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	

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	

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	