CLASSROOM ROUTINES · GRADES K–5

EDITABLE

Class Jobs



18 PAGES | 24 JOB CARDS | CHARTS + APPLICATION | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS What Is Inside, and Where

18 pages: 24 job cards, two chart layouts, the pages a child fills in, a tracker, a note home, certificates and a binder set.

Before you begin

PAGE 4



Start Here — Three Steps
START HERE 4

01 Job Cards

PAGES 5–6



Job Cards, Jobs 1 to 12
JOB CARDS 5



Job Cards, Jobs 13 to 24
JOB CARDS 6

02 Charts and Tracking

PAGES 7–9



Our Class Jobs
CHART 7



Job Chart for the Week
CHART 8



Rotation Tracker and Roll-Up
TRACKER 9

03 Student Pages

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I Want This Job!
APPLICATION 10



My Job Interview
INTERVIEW 11



My Jobs at Home
HOME 12



Great Job Certificates
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04 Family, Words and Binder

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Family Update — Our Class Jobs
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A Month of Jobs, Filled In
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Binder Cover and Tabs
ORGANIZER 17

WHICH PAGE, WHEN

Handing out jobs: cards, pages 5–6. Posting them: page 7 (pictures) or page 8 (your own job names, by day). A child asks for a job: page 10, then page 11. Tracking the rotation: page 9. Telling families: pages 14 and 12. Celebrating: page 13.

☆ START HERE Start Here — Three Steps

Two minutes of reading. Type the names once, print, and your class has jobs.

1

Get the jobs ready

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

24 job cards are on pages 5–6. Type a name on a card's line, or leave it blank and write by hand. Print on cardstock and cut on the dashed lines.

2

Post the chart

Page 7 shows twelve jobs with pictures and a line for who has each one. Page 8 is blank: type your own job names and a name for each day.

Save As with the week's date; the original stays blank.

3

Apply, do, think back

A child fills in the application (page 10) and answers the interview (page 11). At the end of the week write each child's job and days done on the tracker (page 9).

Send the note home (page 14) or the home page (page 12), and hand over a certificate (page 13).

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up the tracker for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

Which jobs your class has, how long a child keeps one, and who does which job is your classroom's routine. These pages do not decide it. The rotation rule gets a blank line on page 8.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

My printer cuts off the border. Print at 100 percent, not "fit to page."

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

NAMES ON THE WALL

A job chart hangs where visitors can see it, so use the first name your family is happy to see in public. The tracker (page 9) and the family update stay with you.

TYPED OR BY HAND

Type before you print, or print blank and write by hand with the children beside you. Every line is a real line on paper too, and the pages still read when photocopied in black and white.

JOB CARDS

Job Cards, Jobs 1 to 12

Jobs 1 to 12. Type a name on each line, print on cardstock, and cut on the dashed lines: two cuts down, three across.



Line Leader

Walk at the front of the line. Walk safely.

NAME



Door Holder

Hold the door open for the class.

NAME



Paper Passer

Hand a paper to each desk.

NAME



Calendar Helper

Change the date on the calendar.

NAME



Recycling Helper

Put clean paper in the recycling bin.

NAME



Plant Helper

Give the plants a little water.

NAME



Messenger

Carry a note to the office.

NAME



Light Helper

Turn the lights off and on when told.

NAME



Lunch Helper

Carry the lunch count to the office.

NAME



Board Cleaner

Wipe the board clean.

NAME



Pencil Helper

Check that pencils are sharp and ready.

NAME



Librarian

Put the books back on the shelf.

NAME

CHART

Our Class Jobs

Class _____ **Week of** _____

Find your name. Do your job!



Line Leader
WHO _____



Door Holder
WHO _____



Paper Passer
WHO _____



Calendar Helper
WHO _____



Recycling Helper
WHO _____



Plant Helper
WHO _____



Messenger
WHO _____



Light Helper
WHO _____



Lunch Helper
WHO _____



Board Cleaner
WHO _____



Pencil Helper
WHO _____



Librarian
WHO _____

The twelve jobs are the cards on page 5. To use other jobs, see the weekly chart (page 8), where every job name is a line you type.

APPLICATION

I Want This Job!

My name

Tell me about the job you want.

The job I want

I want this job because

I am ready. Color the box if it is true:

- ☐ I come to my job on time.
- ☐ I do my whole job.
- ☐ I ask for help when I need it.
- ☐ I am kind to my friends.
- ☐ I put things back.

Draw me doing the job

YOU ARE HIRED! TEACHER

DATE

TRACKER

Rotation Tracker and Roll-Up

> Who held what, week by week, and the totals to report. A number to read out, never a grade.

CLASS _____ MONTH OR TERM _____ TEACHER _____ DAYS DUE PER WEEK _____

#	STUDENT	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	JOBS TRIED	DAYS DONE	DAYS DUE
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

ROLL-UP: THE WHOLE CLASS

STUDENTS _____ JOBS TRIED (ALL ROWS) _____ DAYS DONE (ALL ROWS) _____ DAYS DUE (ALL ROWS) _____

DAYS DONE ÷ DAYS DUE, AS A PERCENT _____ STUDENTS WITH A JOB DONE EVERY DAY DUE _____

HOW TO FILL A ROW

In a week box, write the job and, in brackets, the days it was done: **Plant Helper (4)**. Jobs tried = how many different jobs are in the row. Days done = the brackets added up. Days due = days per week × weeks filled.

WHAT I WILL CHANGE NEXT ROTATION

_____

_____

_____

EXAMPLE

A Month of Jobs, Filled In

SAMPLE · INVENTED STUDENT

The five students are invented, and so is every mark. Every total can be re-added from its own row.

ROTATION TRACKER (PAGE 9), FOUR WEEKS, FIVE INVENTED STUDENTS

STUDENT	WK 1	WK 2	WK 3	WK 4	JOBS TRIED	DAYS DONE	DAYS DUE
Ben	Line Leader (5)	Door Holder (4)	Paper Passer (5)	Line Leader (3)	3	17	20
Ana	Calendar Helper (5)	Plant Helper (5)	Messenger (4)	Light Helper (5)	4	19	20
Omar	Door Holder (4)	Line Leader (3)	Recycling Helper (5)	Paper Passer (4)	4	16	20
Lily	Plant Helper (5)	Messenger (5)	Calendar Helper (5)	Door Holder (5)	4	20	20
Sam	Paper Passer (3)	Recycling Helper (4)	Light Helper (4)	Messenger (5)	4	16	20

STUDENTS	JOBS TRIED	DAYS DONE	DAYS DUE
5	**19**	**88**	**100**

Days done: 17 + 19 + 16 + 20 + 16 = **88**. Days due: 5 students × 4 weeks × 5 days = **100**. Percent: 88 ÷ 100 = **88%**. Jobs tried: Ben's row has three different jobs because Line Leader appears twice (weeks 1 and 4); the other four rows have four each: 3 + 4 + 4 + 4 + 4 = **19**. Lily's brackets are 5 + 5 + 5 + 5 = 20 of 20, the only row done every day due.

APPLICATION (PAGE 10), FILLED IN BY JADA, GRADE 2 (INVENTED)

My name: **Jada** The job I want: **Plant Helper**

I want this job because: **I like plants and I will water them**

I am ready: 4 boxes colored of 5 (Jada left "I put things back" open).

INTERVIEW AND REFLECTION (PAGE 11), JADA'S WORDS (INVENTED)



First I will: check the soil with my finger. **Who can help:** Ms. Reyes. **Next time I will:** remember the small cup.

WHY THIS IS ENOUGH

Every total comes from a number a teacher wrote in a box that week, and every Days Done can be re-added from the brackets in its own row. There is no score and no grade: the percent is a count of days.

YOUR TURN: ONE STUDENT, ONE MONTH

STUDENT	JOBS TRIED	DAYS DONE	DAYS DUE