

Classroom Helper Responsibilities (2025-2026 **)

Teen working with Mrs. Hoovler, the activity leader in the foyer room

GIULIANA CAPOZZOLI

ARRIVE AT 10:50, 10 MINUTES BEFORE CLASS STARTS

(Blueberries & Strawberries)

1. Put out blueberry name cards prior to students arriving. Take attendance in the Blueberry binder by placing a checkmark in the attendance box
2. If there was homework due, please look at the homework and give the student a sticker and check the homework box next to the attendance box. Tell the student what a great job they did on their homework. If they did not do their homework, please tell them that's ok, just try to do it for next week. Students should not be made to feel unsuccessful for not doing their work, we just cheer them on to complete it for the next week. When you have checked their homework, tell them to keep their binder with them and go to a seat.
3. As you greet students and take attendance, please remind them to take their shoes off
4. On days we are not reviewing homework as part of the class, The class activity leader will tell the students to put their homework away before sitting down
5. **Be sure to tell Mrs. Hoovler if any students are absent so that we can check to make sure they are not at CHESSIE. Every week, after you check attendance, interrupt Mrs. Hoovler to tell her who is absent so we can make sure they are not outside at sports.**
5. When a student arrives late, please check in their homework and check them in the attendance book as present.
6. During classtime, please be aware if there are students who are talking to one another or paying attention to something other than the lesson. Often just going over and standing or sitting next to them will be enough. If not, please gently remind them to pay attention to what we are doing in class.
 - Whenever there are papers, items for an activity, or whitebooks, The activity leader will ask you to pass them out. Mrs. Pierson frequently labels items with the student names. If you see schedules in front of the attendance binder, please pass them out to the students.
Please make sure that you pull them apart and give each student just their copy. Sometimes they stick together. If a student is absent, please leave their schedule in the front of the binder. If you know that they have a sibling at CHESSIE, please alert Mrs. Pierson so she can give the schedule to their sibling. It is your responsibility to make sure that any schedules that are left in the book are given out the next week.
7. As the students are working please make sure they are doing the work according to the instructions and help them when needed. When they are writing in whitebooks, some kids may need help writing. Allow students to do as much on their own as possible. We want to encourage them to do their own work.
8. Generally the Blueberries will put away their projects & notebooks prior to going to the sanctuary for class with Mrs. Pierson.
9. Please take photos when time allows, especially if there is a special project. Mrs. Pierson will provide an old phone that has good photo-taking capabilities. This will be in the classroom bag.

10. If you overhear inappropriate talk among the students, please ask them to use kind words. Communicate with the activity leader for serious infractions if she doesn't see/hear what is going on where you are.
11. Please make sure that students do not leave any belongings behind except for what they have left on their name card.
12. Strawberries come into the classroom at 11:30. Please assist with materials for this group. When helping with activities, try to think ahead and prepare things even before the activity leader asks you to.
13. At the end of class, remind the strawberry students to take their belongings with them into the sanctuary where their backpacks are. They will exit through the side door.
14. Blueberries will come back to collect their shoes and backpacks and exit through the front door of the church at the end of Mrs. Pierson's class. Please make sure that they get all of their belongings. Please pick up the blueberry name cards and put them in the ziploc bag.
15. **You are paid monthly for your work and are paid for the number of Thursdays that you work. (\$8 per week). If you will be absent, please tell Mrs. Pierson as much ahead of time as possible. Do not find a sub, just tell Mrs. Pierson. This is different than other teen jobs where the teen is expected to find their own sub.**