

Position		Job Description	Qualifications
Attendance Monitor agent d'assuidité \$280 par mois	2	Take attendance and keep accurate records under the guidance of the teacher; deliver attendance to office	Good Math and English skills; Attention to detail; responsible
Banker Banquier \$320 par mois	5	Responsible for all records of salaries, fines and any other money transactions. Check student ledgers daily (Must pass math ability test)	Superior Math, English and organizational skills
Homework Board Monitor moniteur/trice des devoirs \$290 par mois	1	Update homework board throughout the day as homework is assigned. Remove outdated homework and/or notices.	Good organizational skills; responsible; neat printing

Custodian concierge \$280 par mois	1	Inspect and tidy counters and floors before lunch and at the end of the day; straighten desks; clean blackboards, tidy supply book shelves; other classroom maintenance jobs as requested by teacher	Good work habits, responsible positive attitude.
Handout Clerk distributeur/trice \$280 par mois	2	Distributes handouts or classroom materials as needed. Place extra handouts in appropriate folders.	Reliable and efficient; strong organization.
Popcorn Salesperson vendeur/euse de maïs soufflé \$280 par mois	2	Distribute popcorn bags from the book room on Thursday and Fridays. Keep inventory and organize orders under teacher guidance	Good work habits and organizational skills. Trustworthiness; attention to detail.
Bulletin Board Clerk décorateur/trice des tableaux d'affiche \$280 par mois	2	Responsible for maintaining classroom bulletin boards. Involves the displaying and removal of student work or anchor charts.	Responsible, trustworthy, efficient, attention to detail

Collection Clerk collecteur/euse \$280 par mois	1	Responsible for the collection of and tracking of important items from students. Such items include permission slips,	Responsible, trustworthy, organized, efficient, good penmanship/printing
Payroll Clerk register \$280 par mois	1	Help to distribute monthly pay, under the direction of the teacher. Liaison with Prefect to verify whether students will earn salary.	Good Math & organizational skills. Honest, trustworthy, reliable
Prefect assistant/e du prof \$320 par mois	2	Monitor classmates' completion of "jobs"; assist teacher with distributing fines and bonuses	High degree of personal integrity. Ability to be objective. Honest and trustworthy.
On-Call remplaçant/e \$280 par mois	1	Needed to "fill-in" the position of the missing student	Well rounded, possessing a range of skills in a variety of areas. Good work habits and organizational skills. Quick learner. Observant

<p>Computer Technician technicien /enne \$300 par mois</p>	<p>1</p>	<p>Responsible for daily maintenance of classroom computers and ipads (e.g., logged off and plugged in to charge at the end of each day) Assists teacher teacher with set-up of her computer and connection of proper cords for SMARTboard and projector use, as needed.</p>	<p>Good technology problem-solving skills; reliable and trustworthy.</p>
<p>Auction Coordinator coordonateur/trice des encans \$325 par mois</p>	<p>2</p>	<p>Organize and collect items for the year end classroom auction. Involves contacting businesses within the local community and/or the St Anne parent community to seek donations to the auction.</p>	<p>Outgoing, confident and well spoken. Strong writing skills. Highly organized and self-motivated</p>

Social coordinator Coordinateur/trice des activités sociales \$300 par mois	2	Liaison between the teacher and peers in the organization of class events (i.e. bakesale, class party, etc.) Organize and prepare materials and/or classroom setup	Good organizational and leadership skills. Demonstrates kindness and inclusiveness towards all students. Reliable.
Secretary secrétaire \$300 par mois	1	Answer the classroom phone and takes notes on things such as a list of students who are absent. This person also helps out when there is a substitute	Good work habits and organizational skills. Trustworthiness; attention to detail.
Info Checker rechercheur /euse d'information \$280 par mois	1	Looks up information online when needed. For instance, if there is a discussion on the Olympics and someone asks where the next one will be, this person finds the answer.	Good technology problem-solving skills; reliable and trustworthy.

Snack Bin Attendant gestionnaire des collations \$325 par mois	2	Distribute snacks after last recess from the photocopy room. Keep inventory and organize orders under teacher guidance.	Reliable and efficient; strong organization.
Recreation Director directeur des activités récréatifs \$300 par mois	1	Responsible for maintaining the equipment room, organize and prepare equipment. Liaison between the teacher and peers in the organization of intramurals	Good work habits, responsible, positive attitude Trustworthiness; attention to detail.