

***Posición Abierta***

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| **Trabajo** | La Pizarra |
| **Horario** | Beginning & end of class every day. |
| **Requisitos** | This job requires someone…* Punctual
* Responsible
 |
| **Deberes** | At the beginning of class, put on the board:* Objective (“Yo Puedo”)
* CHAMPS (for do now)
* Rutina
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| **Trabajo** | El Calendario |
| **Horario** | Beginning of class every day. |
| **Requisitos** | This job requires someone…* Who knows the days of the week and months in Spanish.
* With legible handwriting.
 |
| **Deberes** | At the beginning of class, write the date on the board in Spanish, using the day of the week, the date, and the month.* Example: *Hoy es lunes el 2 de diciembre.*

Announce the date out loud when it is your turn. |



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| **Trabajo** | La Lista |
| **Horario** | Beginning and end of class every day. |
| **Requisitos** | This job requires someone…* With excellent attendance.
 |
| **Deberes** | Get your class’ name cards out of the correct envelope. Pass them out. If anyone is absent give their cards to Srta. K. and write their names on post-it notes and stick them to the green “Ausente” folder. Tell Srta. K. who is absent – **“(name) no está aquí.”**At the end of the class, collect the name cards and put them in the correct envelope. |



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| **Trabajo** | El Meteorólogo/ La Meteoróloga |
| **Horario** | Beginning of class every day. |
| **Requisitos** | This job requires someone…* With excellent attendance.
* Who knows some weather phrases in Spanish.
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| **Deberes** | Report the weather on the weather board in Spanish. Draw a small picture if you wish. Announce it when it is your turn. |



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| **Trabajo** | El Cartero / La Cartera |
| **Horario** | During class every day. |
| **Requisitos** | This job requires someone…* With good manners.
 |
| **Deberes** | Pass out papers when needed. Clip together extra copies and put them in the green “Ausente” folder in the “Copias” pocket.Check who is absent. Write their name(s) on extra copies of the papers and put them in the “Gente ausente” pocket of the folder.  |



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| **Trabajo** | El Abogado / La Abogada |
| **Horario** | During class every day. |
| **Requisitos** | This job requires someone…* With good manners.
* Organized.
 |
| **Deberes** | Collect papers. Clip the whole stack together and put them in the correct class pocket (in the clear “Tareas de la Clase” folder.) |



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| **Trabajo** | El/La Cronometrista |
| **Horario** | During class every day. |
| **Requisitos** | This job requires someone…* With a watch.
* Good at math.
 |
| **Deberes** | Set the timer for 10 minutes before the end of class, or as instructed by Srta. K. Use the timer as needed for activities. |



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| **Trabajo** | Los Materiales |
| **Horario** | During class as needed. |
| **Requisitos** | This job requires someone…* With good manners.
* With good delegation skills.
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| **Deberes** | Choose one or two people to help as necessary.Pass out and collect slates, markers, and any other necessary supplies as instructed by Srta. K. Make sure everything is put away correctly in good condition. |



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| **Trabajo** | El Embajador / La Embajadora |
| **Horario** | As needed. |
| **Requisitos** | This job requires someone…* Who knows some polite greetings in Spanish.
* With a good handshake.
* With charisma.
 |
| **Deberes** | If any visitors enter the room, greet them in Spanish.Tell them what we are working on (hint: look at the objective) and show them where to sit. Have them sign the social contract if they are new to the room. |



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| **Trabajo** | El Examinador / La Examinadora |
| **Horario** | End of class every day. |
| **Requisitos** | This job requires someone…* With a good presentation voice.
* With good teaching skills.
 |
| **Deberes** | Before the launch, ask the class to rate their mastery of the objective. Ask them for a nonverbal rating using their thumb.Ask for affirmations and compliments. Give out rewards as instructed. |



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| **Trabajo** | El Cerebro |
| **Horario** | End of the class every day. |
| **Requisitos** | This job requires someone…* Organized.
* Polite.
* Perceptive.
 |
| **Deberes** | Erase the board.Take off the board and put away:* Objective (“Yo Puedo”)
* CHAMPS
* Anything else Srta. K. forgot.

Make sure Srta. K. has:* Black binder
* Coffee cup
* USB drive
* Check for stolen markers
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| **Trabajo** | Técnico / Técnica |
| **Horario** | During class as needed. |
| **Requisitos** | This job requires someone…* Good with technology.
* Careful.
* Organized.
 |
| **Deberes** | Plug in Srta. K´s thumb drive if needed.Help with the ELMO, projector, and other technology as needed. |