

PGS School-Wide Leadership Roles

Role	Description	Grade Level(s)	Learning and Real World
Cafeteria Patrol	Mornings before school arriving by 7:15 Responsible for stacking trays and assisting other students (9 weeks)	K through 5th	
Bus Patrol	Morning and Afternoon bus rider Responsible for assisting the driver to maintain order and safety on the bus (9 weeks)	3 rd , 4 th , 5 th	
Box Tops for Education Assistant	Mornings, after school, possibly 1 recess Responsible for collecting Box Tops for Education from classrooms (1 semester)	3 rd , 4 th , and 5 th	
Restroom Art Leader	Mornings and after school Responsible for displaying and changing student artwork in each of the gang restrooms (9 months)	2 nd , 3 rd , 4 th and 5 th	
Coca-Cola Rewards Leader	Mornings and or during 1 recess period Must be detailed oriented Responsible for entering data from recycled Coke bottle caps into the computer on MyCokeRewards. Com Accuracy and knowledge of keyboarding is required (9 weeks)	3 rd , 4 th , and 5 th	
Community Outreach Leader	Principal's request and community events Must have an outgoing personality and a professional attitude Responsible for developing and maintaining relationships with business leaders in the community (9 months)	5 th Grade	
Computer Lab Tech	Mornings before school arriving by 7:15 Responsible for getting computers in both computer labs up and running (1month)	K, 1 st , and 2nd	

Concessions Sales Person	Fall Carnival, Talent Show, Grade Level Programs, Principal's Party Must possess an ability to greet and serve others in a professional and polite manner Must have excellent math skills, especially in counting money and making change Responsible for selling water, popcorn, and or snow cones (9 months)	4 th and 5 th	
PGS Cub Cart Manager	Mornings 7:10-7:40 Must be punctual, dependable, and honest Must possess a customer-friendly, professional attitude and have excellent math skills. This job involves counting money and making change Responsible for ordering, stocking, and selling items from the school's Cub Cart Supply Store (9 weeks)	4 th	
Tour Guide	Anytime a school tour is needed or scheduled and lead school tours on Leadership Day Must have excellent communication skills and an outgoing and friendly personality (9 months)	3 rd , 4 th , 5 th	
Setup Crew	Muffins with Moms, Doughnuts with Dads, Goodies with Grands, and possibly other school events Must be physically strong and dependable Must be able to synergize with other crew members and will be responsible for making up any missed classwork during time out of class Responsible for assisting with set up and clean up after events (9 months)	4 th or 5 th	
School Newspaper Team Member	Before and after school Must have excellent writing skills and artistic ability is preferred (9 months)	5 th	

School Improvement Council Rep	Afternoons-attend all School Improvement Council Meetings Must be an excellent listener and be willing to share creative ideas that would make PGS a better place (9 months)	4 th or 5 th	
Safety Patrol Officer	Mornings arriving by 7:00 AM and afternoons until 3:00 PM Responsible for assisting with morning and afternoon car and bus duty, hall duty, cafeteria duty (1 semester)	3 rd , 4 th , or 5 th	
Receptionist	Mornings from 7:15 until 7:45 Arrangements can be made for students in band, strings, or Visions Must have excellent communication skills and be able to take down clear and correct messages Responsible for answering the phone Phone training will be provided (1 month)	4 th or 5 th	
School Marquee Sign Leader	Before or after school or during 1 recess Must be dependable, responsible, and an excellent speller Upper body strength is important Responsible for changing the announcements on the school sign (9 months)	4 th or 5 th	
Morning Announcements Leader	Mornings at 7:45 Must be dependable and punctual Must be able to read fluently and have excellent verbal communication skills Responsible for making the principal's morning announcements (1 month)	3 rd , 4 th or 5 th	
Afternoon Announcements Leader	Afternoons at 2:25 Must be dependable and punctual Must be able to read fluently and have excellent verbal communication skills Responsible for making the principal's afternoon announcements (1 month)	3 rd , 4 th , or 5 th	
Office Accountant	Afternoons or during 1 recess Must be dependable, responsible, and honest	3 rd , 4 th , or 5 th	

	Must have excellent math skills and be able to synergize with the front office staff (9 months)		
Office Greeter	Mornings 7:15-8:00 Must have excellent communication skills and be friendly and welcoming to all students, parents, and guests Responsible for welcoming everyone to the school and distributing visitor passes (1 month)	1 st , 2 nd , or 3 rd	
Photographer	PGS Special events Must be familiar with an iPad and how to take pictures, save them, and send them to the school's Web Master (9 months)	2 nd , 3 rd , 4 th , or 5 th	
Public Relations Leader	Principal's Request Must possess a professional attitude, be able to communicate with others, and read fluently Responsible for contacting District 6 Director of Public Relations to inform her of PGS events that should be submitted to the District, television news or newspaper (9 months)	5 th	
Lost and Found Manager	Mornings and during 1 recess each week Must be dependable and good at organization Responsible for putting lost and found items from the closet into the halls to be claimed (1 month)	3 rd	
Mail Carrier-Wee Deliver	Mornings must arrive by 7:00 Responsible for sorting and delivering PGS mail (1 semester)	3 rd	
Litter Patrol	Mornings before school or 1 recess period each week Responsible for collecting and disposing of litter on the school grounds (1 month)	K5 through 5 th	

<p>Anti-Bullying Counselor</p>	<p>Recess or when emergencies arise Must have excellent manners and behavior Must understand and be able to quote from memory the 4 Anti-bullying rules Must be willing to make up any missed classwork if an emergency arises during the school day (9 months)</p>	<p>5th</p>	
<p>Events Greeter</p>	<p>Scheduled events and at any time visitors arrive Must possess unquestionable character, pleasant manners, and an ability to greet other in a professional and polite manner. Must look people in the eyes and give a firm hand shake Must have good attendance (9 months)</p>	<p>K5 through 5th</p>	
<p>Events Server</p>	<p>Scheduled events throughout the year such as Leadership Day, The District 6 Board Luncheon and School visits to PGS Must possess unquestionable character, pleasant manners, and an ability to greet other in a professional and polite manner. (9 months)</p>	<p>K5 through 5th</p>	
<p>Flag Patrol Leader</p>	<p>Mornings arriving at 7:15 and afternoons at 2:20 Responsible for raising and lowering the flags in front of the school Training and proper care and handling of the flags will be provided (9 weeks)</p>	<p>3rd, 4th, or 5th</p>	
<p>Jr. Media Specialist Assistant</p>	<p>Mornings before school arriving at 7:15 Responsible for collecting books in the red wagon and assisting the Media Specialist and the Media Assistant when needed (9 months)</p>	<p>4th</p>	

<p>Bear Facts Assistant</p>	<p>Mornings before school and possibly after school or during 1 recess Responsible for communicating with the PGS faculty and staff deadlines for submitting class news. (9 months)</p>	<p>4th or 5th</p>	
<p>Birthday Coordinator</p>	<p>Mornings before school arriving by 7:15 Responsible for preparing birthday stickers and blowing up birthday balloons (1 month)</p>	<p>3rd, 4th, or 5th</p>	
<p>CD Music DJ</p>	<p>Mornings before school arriving by 7:00 AM daily Responsible for starting the music in the cd player located in the school's hub (1 month)</p>	<p>2nd</p>	
<p>Cheer Cart Operator</p>	<p>Mornings on the last Friday of each month between 9:00 and 9:30 Must be able to keep up with classwork that is missed during his/her time out of class Responsible for icing down drinks, loading the cart with snacks, and delivery to teachers (9 months)</p>	<p>2nd, 3rd, 4th, or 5th</p>	