



# Job Assignments

PL-3, I-5, I-8, I-9

Job Assignments are tasks given to students that provide them with accountability during group activities. Assigning students specific roles while performing group work clarifies the expectation of participation and gives students responsibility and ownership over their learning. Once these roles are modeled, practiced, and established within the classroom, students know what is expected of them and can proceed more efficiently in their learning. Examples of job assignments can include a materials manager (student in charge of materials for the group), time -keeper (student in charge of managing the group's time), recorder (student who reports to the class the group's thinking), and task manager (student who keeps the group working on the specified task).

- Decide what jobs are going to be necessary for a group work activity.
- Clarify the roles and specific responsibility for each job.
- Determine if jobs need to be assigned for that day's assignment or for a period of time (for longer projects that may last as long as a month or a semester).
- Provide the materials needed to fulfill each role.
- Assign the jobs.
- Give feedback on the jobs if/when students struggle.



## Additional Tools

### *Classroom Jobs*

Classroom Jobs are jobs that are necessary for the classroom to run smoothly on a daily or weekly basis (such as door holder, bathroom monitor, or materials monitor). Get students involved and instill ownership of the classroom by assigning students to take on varying classroom jobs. Classroom Jobs can also be content specific. If you are teaching a specific concept, such as the economy, you can design jobs for students that will teach them a specific skill as well as give them responsibility.

For more strategies and/or resources, visit:  
[www.houstonisd.org/EffectivePractices](http://www.houstonisd.org/EffectivePractices)



## ALERTS

Students sometimes have a hard time keeping track of who is doing each job. Use a display board or a space on the chalkboard that outlines which students are taking on each role. This helps the teacher and the students keep track.



## QUICK TIPS

For primary students who are still learning to read, consider including pictures with the job title that display the expected behavior. Also using clothespin clips with student names is a fun way to move the student to a different job and makes it efficient to change the assignments, leaving the pictures and job titles in a stable place.