

Job Assignment Chart

Supervising Staff Member:

Please have a Plan B and a Plan C for your student assistant. One of the plans CAN NOT be in your same grade level since many times you test and go on fieldtrips together. Please also make sure you have cleared it with the teacher you are budding up with. Please go over this with your student assistant and sign. Thank you.

I reviewed with my student assistant where he/she reports to on the days that I am not here, on a fieldtrip or testing.

Supervisor's Signature _____

Students:

Please fill in the chart. Also, speak to whomever you work for and ask them for a plan in the event that he/she are not in school, are testing or on a fieldtrip. Where do you report to? **It cannot be the office! Please have them read and sign above.**

Example: You work for Ms. Becerra. If she is absent or on a fieldtrip you will report to Mr. Del Cristo.

Example: You work in the MLC office. If Dr. C. or Ms. Capote are out on the same day, you will report to whom?

The only exception for a Plan B and C is for the students that work in the elementary office. There is ALWAYS someone there.

Your Name	Course Name	Period
	Office Aide	
Supervising Staff members:	Plan B	Plan C
	Staff Name:	Staff Name:
	Signature:	Signature: