

## LIBRARIAN

- Provide students with new copies of music or originals (just make sure they are returned after class or the concert)
- Help organize the music library
- Assist students in finding extra books or music (for solo and ensemble, extra practice, etc.)
- Make sure all original music is handed back in after sight-reading

## PERCUSSION MANAGER

- Make sure all percussion instruments are covered at the end of each class
- Make sure all sticks, mallets and accessories are put away at the end of the class

## EQUIPMENT MANAGER

- Help students find lost music, instrument or other items and help with the Lost And Found
- Make sure items are put in their appropriate places (books, chairs, stands, instruments, binders, etc.)
- Make sure the storage room and practice rooms are clean.
- Let Ms. Hildebrand or Mr. Showich know when something is missing or broken

## NEW / ABSENT STUDENT INFORMER

- Explain what was missed while student was absent
- Explain to absent student what was taught in the music
- Help them find any missed assignments or handouts
- Show new students around the band room (where to put things, find things)
- Go over classroom expectations and the handbook with new students
- Help new students to their next class
- Help absent student fill out any worksheets or handouts we did in class while they were gone
- Help substitute teachers with attendance, emergency plan, and where things are

## SUPPLY MANAGER

- When a student needs to buy a reed/ pencil/music copies, take their money, put it in the money container and get them the material(s)
  - \$2 for a clarinet reed
  - \$3 for an alto saxophone and tenor saxophone reed
  - \$4 for a baritone saxophone reed
  - \$10 for an oboe reed
  - \$12 for a bassoon reed
  - \$.50 a pencil
  - \$.50 a guitar pick
  - \$1 per page of music needed to be copied
  - \$1 for cork grease
- Help students find extra mouthpieces, sticks valve oil, cork grease, etc.
- Material checks
- Inform Ms. Hildebrand or Mr. Showich when we are low on a particular item

## INFORMATION MANAGER

- Help pass out assignments and papers
- Help students find extra handouts and assignments
- Answer questions about when something is due, upcoming dates, etc.
- Make sure attendance is completed on ClassDojo
- Make sure practice rooms form, music copy form and before/after school form is filled out correctly and there are enough forms
- Make sure materials borrowed are signed out properly (books, instruments, etc.)
- Inform Ms. Hildebrand or Mr. Showich when forms (like practice slips, jazz listening) are low
- Change the calendar each month
- Inform the teacher of time pertaining to an activity or the class period.