

Introduction to Occupations - Job Descriptions

1. Team Leader / Supervisor

A. Job Description:

1. Hire all team staff members.
2. Supervise team staff in the performance of their respective duties.
3. Encourage and promote quality performance among all team members.
4. Make arrangements for staff duties to be completed when a staff member is absent.
5. Participate, with instructor, in all disciplinary actions due to poor job or academic performance that threaten the continued "employment" of a staff member.
6. Reports to the Classroom Instructor.

B. Personal Qualifications:

1. Dependable
2. Leadership ability
3. Fair and unbiased
4. Confident
5. Punctual

C. Compensation:

1. (50) Participation Points

2. Accountant

A. Job Description:

1. Record completed assignments of all Team Members.
2. Calculate grade averages of Team for "Profit Contest"
3. Record and keep track of all Bonus Points for each Team member.
4. Reports to the Team Leader.

B. Personal Qualifications:

1. Dependable
2. Good math computational skills
3. Orderly with record keeping
4. Honest
5. Punctual

C. Compensation:

1. (40) Participation Points

3. Assignment Clerk

A. Job Description:

1. Distribute assignments to team members present in class.
2. Place assignments in student folders of absent Team members.
3. Insure that students receive the missed assignments the first day back in class after an absence.
4. Reports to the Team Leader.

B. Personal Qualifications:

1. Dependable
2. Punctual
3. Orderly with filing of documents
4. Pays attention to detail

C. Compensation:

1. (35) Participation Points

4. Attendance Clerk

A. Job Description:

1. Record daily attendance of each student.
2. Record penalties for tardiness and class cuts.
3. Submit attendance record to Classroom Instructor daily.
4. Reports to the Classroom Instructor

B. Personal Qualifications:

1. Punctual
2. Dependable
3. Orderly and accurate with record keeping
4. Pays attention to detail

C. Compensation:

1. (35) Participation Points

5. Support Staff

A. Job Description:

1. Participate in all individual and Team classroom activities.
2. Complete and submit all assignments on time.
3. Increase the "profitability" of the Team.
4. Reports to the Supervisor

B. Personal Qualifications:

1. Punctual
2. Dependable
3. Diligent
4. Willing to help with any Team project or duty.

C. Compensation:

1. (25) Participation Points