



HANDOUT 1
Sample Job Descriptions

Job Title	Responsibilities	Qualifications	Pay Scale
Tax Collector	Assess and collect income tax, maintain records as directed by teacher	Good math and English skills GPA: 3.0	\$250 per week
Utilities Collector	Collect payment, maintain records	Good math and English skills GPA: 3.0	\$250 per week
Teacher Assistant	Take attendance, keep records, and perform other duties as assigned by the teacher	Good math and English skills GPA: 3.5	\$500 per week
Accountant	Record all money transactions	Superior math and English skills GPA: 3.5	\$500 per week
Personnel Director	Review job applications, set up job interviews, supervise employees	Good math, English, leadership, and communication skills GPA: 3.5	\$500 per week
Tutor	Tutor students in all subject areas	Good math, English, science, and social studies skills GPA: 3.0	Negotiated per client
Custodian	Inspect and clean floor at the end of class	Good work habits and responsible attitude	\$100 per week
Desk Monitor	Inspect and straighten desks at the end of each period	Responsible attitude and good work habits	\$100 per week