

Collettsville School
Duties: 2009-2010

I. Cafeteria/Bus: 7:00am-7:55am (or last student leaves breakfast) Specialty Teachers-1 per day. Teacher should monitor between buses unloading and cafeteria
Beal, Daniels, Greer, Krider, & Smith

- ★ Jessica Greer will have duty on August 25th
- ★ Jason Krider will have duty on August 26th
- ★ The remaining 178 days will be split between Beal, Daniels, Greer, Krider, & Smith

II. Morning Duty: Teacher assistants not driving a bus (Coffey, McGee, Young) will cover cafeteria from 7:30-8:00.

- ★ Every homeroom teacher will have duty in their classroom on August 25th & 26th beginning at 7:30

III. Morning Parking Lot Duty: Duty will be 7:45-8:05 Rhonda Ervin will do Monday, Wednesday, Friday
Angela Raby will do Tuesday and Thursday.

IV. Afternoon Car Duty: 2:35pm-2:50pm Assistants that do not drive a bus.

- ★ Team 1: Jones, Whittington, Krider (Will do car duty all year)
- ★ Team 2: Coffey, McGee, Young
- ★ These teams will keep 2nd load students on Faculty Meeting Days

V. 2nd Load Duty: 2:35pm-3:20pm (or last bus called) All certified teachers. K-3 in their classrooms; 4-8 in the gym.

K-3: Davis, Hicks, Woods, Ramsey, Townsend, Coffey, Philyaw, Spencer, Suddreth
(20 days each)

4-8: Parker, Lail, Woody, Davis, White, Hall, Walker, Willis, Hosfield, Huffman, McMasters (16 days each)
(Krider will do remaining days)

Do not dismiss students until all buses have arrived. Use walkie-talkie from office or phone as a backup.

*** Coaches have first priority when signing up for duty.

VI. Office Duty: Will be assigned as needed.