

## **Cooking Sempai**

1. Reserve parking spot for Nakamura Sensei (if lower class cooking Sempai).
2. Help unload groceries.
3. Help set up for class.
4. Cook 3 batches of food.
5. Assist students where needed.
6. Wash, dry and put away dishes.
7. No texting or internet access when on duty. You can do this during breaks.
8. Other duties as assigned.

## Classroom Sempai

1. Must have leadership qualities.
2. Informs teacher where they are at all times especially before leaving for a Sempai meeting.
3. Shows up to work 15 minutes before taisho to touch base with the Sensei before the day begins.
4. Walks class to taisho and makes sure the class is not late.
5. Plan with their class how to win the star. Sensei will assist but it is the Sempai who organize their class to win the star.
6. Sempai will always walk students back to the room *before* going to a Sempai meeting.
7. The Sempai is the role model and example on how to be the best behaved student in class.
8. Listens to instructions and asks questions so they may assist students.
9. Constantly walks around the room to assist students and the Sensei.
10. Watches students – making sure they are paying attention and listening to instructions.
11. Does not talk when the teacher is talking, quiets students instead.
12. Helps pass out papers.
13. Assist students with binders (younger classes – stuffing binders with papers).
14. Never has nothing to do.
15. Knows the craft room well.
16. Is able to work one on one with a student to finish a project.
17. Makes sure that students are on track. i.e. Makes sure that name tags are worn on the chest not the thigh, stickers do not cover child's name instead they go only on the back of the name tag, etc.

18. Are another set of eyes for the Sensei.
19. Knows to take students to the office for all accidents or incidents.
20. Knows where to get ice - ice chest in the walk-in refrigerator.
21. Knows where to find a lost snack. Look through all of the bins on all tables first then check the refrigerator. Usually it's either in the lunch bins or it fell out and is just lying around on one of the shelves.
22. When needed, will tell a student to stop and mean it. (No playing "let's tackle the Sempai", giving piggy back rides or stealing each other's name tag.) No means NO.
23. Know what specialty classes your students have, know where the specialty class is located and what to bring.
  - origami – Tora room
  - anime – Zou room
  - undokai – on field
  - odori – TBD
  - cooking – Sangha Hall kitchen or YBA kitchen
  - sumie – Kuma room (smock)
  - taiko – gym stage (bachi sticks)
  - music – gym bleachers
24. Bring name stickers filled out and scissors to Ikebana and makes sure the scissors get back to their box and goes home.
25. In the afternoon, Classroom Sempai is in charge and volunteer adult is assisting.
26. Must have a signed permission slip to attend their class field trip. May sign their own permission slip if 18 yrs. old.
27. No texting or internet access when on duty. You can do this during breaks.
28. Other duties as assigned.

## Program Sempai

1. Put up banner at 8:15 AM.
2. Set up/Break down PA system for Taiso/Morning songs and for Demonstrations.
3. Hold up song charts or help lead taiso.
4. Set up /Put away CD player.
5. Help set up for Demos.
6. Put away snacks and lunches in walk-in refrigerator.
7. Bring out snacks and lunches to picnic tables.
8. Take lunch tubs after lunch recess and snack tubs after snack recess to lobby.
9. Take lunch trash to dumpster and afternoon snack trash and all other trash to dumpster.
10. Wash and put away snack and lunch trays.
11. Assist in classroom as needed
12. Before school, after morning recess and lunch recess and at the end of the day, check restrooms.
  - a. Sweep bathroom
  - b. Wipe down sinks
  - c. Make sure there are enough paper towels, toilet paper, and soap
13. Dry mop gym.
14. Sweep lobby.
15. Help wash cooking dishes.
16. Take down banner at 4 p.m.

## Head Sempai

1. Assistant to Principal
2. Works with the Principal on which class wins the star daily
3. Is in charge of all Sempai and oversees work of Assistant Head Sempai. Classroom, Cooking and Assistant Head Sempai report to the Head Sempai.
4. Make sure all Sempai are doing their job and if they do not have a job to do, find something for them.
5. Work closely with Assistant Head Sempai to make sure Program Sempai are kept busy and doing their job.
6. Check in with Senseis to see if they need help from the Sempai.
7. Periodically check the grounds to make sure it is clean and everything is put away.
8. Arrive early to make sure all Sempai check in on time and help Principal with any needs.
9. Arranges Sempai scheduling for After School Care. Stays for After School Care at least 2 days.

## **Assistant Head Sempai**

1. Assistant to Head Sempai
2. Assistant Head Sempai Is in charge of all Program Sempai
3. Makes sure Program Sempai complete the duties as listed on the Program Sempai Responsibilities list.
4. Check in with Head Sempai throughout the day to see if there is anything Program Sempai need to do.
5. Check Grounds periodically to make sure they are clean.
6. Make sure CD and microphone is set up for Morning Taiso and put away after Taiso.
7. Make sure everything is set up for Daily Demos.
8. Coordinate the Sempai talent piece to be shown on the last day during Taiso.