
THE
Invisible
Job Agency
NOW HIRING!
UNUSUAL ROLES.
REAL IMPACT.
A KINDER, BRIGHTER CLASSROOM.
BIG JOBS for a BRIGHTER CLASSROOM
SMALL JOBS BIG DIFFERENCE
KINDNESS
CURIOSITY
HELPFULNESS
TEAMWORK
POSSIBILITIES
Students Make Our Classroom Brighter
GOOD TIDINGS CLASSROOM DELIVERY
OFFICIAL APPLICATIONS INSIDE
Job Postings
Role Descriptions
Applications
Appointment Letters
Reflection Cards
A GOOD TIDINGS CLASSROOM RESOURCE
Good Tidings
where reading feels like fun

The Invisible Job Agency

TEACHER FIELD GUIDE

Meaningful Classroom Roles for
A Kinder, Brighter, More Focused Classroom

CURIOSITY
KINDNESS
RESPONSIBILITY
TEAMWORK
BRIGHT IDEAS

REAL KIDS REAL IMPACT

Overview

The Invisible Job Agency gives students meaningful classroom roles that help the classroom run smoothly, build community, and turn everyday moments like transitions, interruptions, waiting, and unfocused energy into purposeful actions—without another reward chart.

How It Works

1. **Introduce the Agency.** Share the purpose and job postings.
2. **Students Apply.** Students complete an application for the role(s) that interest them.
3. **Make Appointments.** Use the appointment letters to assign roles (individual or small groups).
4. **Put Jobs into Action.** Students complete their tasks during special times: transitions, waiting, or throughout the day.
5. **Reflect and Rotate.** Use reflection cards and rotate roles regularly to keep it fresh.

Grade Bands

1	With teacher modeling and simplified roles
2–3	Independent with support
4–5	Independent with leadership opportunities

Learning Objectives

- Build classroom community and shared responsibility
- Develop self-regulation and prosocial behavior
- Strengthen communication and collaboration
- Practice organizational and executive function skills
- Increase student engagement during transitions and wait time

Connections to Standards

Common Core (CCSS)

- SL.1–5.1 Engage in collaborative conversations.
- SL.1–5.4 Report on a topic and speak clearly.
- W.1–5.2 Write opinion/explanatory pieces (e.g., job applications, reflections).
- L.1–5.1 Demonstrate command of conventions in writing and speaking.

NGSS (Optional Extensions)

- 3–5-ETS1 Define and solve problems.

Materials Needed

- ☐ Classifieds (p. 4)
- ☐ Job Postings (pp. 5–6)
- ☐ Student Application (p. 7)
- ☐ Quick Application Ticket (p. 8)
- ☐ Appointment Letter (p. 9)
- ☐ Packet Duty Cards (p. 10)
- ☐ Reflection Cards (p. 11)
- ☐ Rotation Log (p. 12)

Tips for Success

- Introduce a few roles at a time.
- Model and practice each role.
- Rotate roles weekly or monthly.
- Celebrate effort and impact, not perfection.
- Use reflection cards for growth and feedback.
- Let students help create new roles as your class evolves.

The Big Picture

These aren't just jobs—they're opportunities for students to make a real difference. When students take ownership, they help create a calmer, kinder, more focused classroom where everyone can thrive.

SMALL JOBS BIG CHANGE

KINDER PEOPLE
BRIGHTER CLASSROOMS
BIGGER TOMORROWS

ORDINARY KIDS
EXTRAORDINARY
IMPACT

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Objectives & Standards

KINDER PEOPLE
BRIGHTER CLASSROOMS
BIGGER TOMORROWS

Learning Objectives

Students will:

- Take meaningful responsibility in the classroom and contribute to a positive learning community.
- Develop self-regulation and prosocial behavior through purposeful roles.
- Strengthen communication and collaboration skills.
- Practice organizational and executive function skills.
- Increase engagement during transitions, waiting times, and daily routines.
- Reflect on their impact and set goals for continued growth.

Skills & Competencies

Students practice:

- Social-emotional learning (self-awareness, self-management, responsible decision-making)
- Collaboration and communication
- Organization and time management
- Problem-solving and flexibility
- Empathy, kindness, and community-mindedness
- Active listening and respectful participation
- Leadership skills and initiative

SMALL JOBS BIG CHANGE

Connections to Standards

Common Core (CCSS)

SL.1–5.1	Engage in collaborative conversations.
SL.1–5.4	Report on a topic and speak clearly.
W.1–5.2	Write opinion/explanatory pieces (e.g., job applications, reflections).
L.1–5.1	Demonstrate command of conventions in writing and speaking.

NGSS (Optional Extensions)

3–5–ETS1	Define and solve problems.

Social-Emotional Learning Connections

- Builds a sense of belonging and purpose
- Encourages kindness and respect
- Supports self-regulation and focus
- Helps students manage emotions and choices
- Creates a calmer, more supportive classroom community

Real-World Skills for Everyday Success

- Responsibility
- Reliability
- Teamwork
- Initiative
- Adaptability
- Leadership
- Community contribution

KINDER PEOPLE
BRIGHTER CLASSROOMS
BIGGER TOMORROWS

GOOD TIDINGS
KINDER PEOPLE
BRIGHTER CLASSROOMS
BIGGER TOMORROWS

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CLASSIFIEDS

EXTRAORDINARY OPPORTUNITIES FOR EVERYDAY HEROES

REAL KIDS REAL JOBS REAL IMPACT

KINDER PEOPLE ★ BRIGHTER CLASSROOMS ★ BIGGER TOMORROWS

VOL. 1, NO. 1 GOOD TIDINGS CLASSROOM CHRONICLE APPLY TODAY!

KINDNESS DETECTIVE



Notice and celebrate kindness happening in our classroom.

You Might...

- Look for kind actions
- Write kind notes
- Share kindness stories
- Help create a kinder, brighter classroom

KINDNESS CHANGES EVERYTHING

QUESTION COLLECTOR



Collect curious questions to help our class wonder, explore, and learn.

You Might...

- Listen for great questions
- Write them down
- Add questions to our Wonder Wall
- Help spark discussions

EVERY GREAT IDEA STARTS WITH A QUESTION

LOST PENCIL INVESTIGATOR



Help reunite wandering pencils and supplies with their rightful homes.

You Might...

- Check shared spaces
- Organize the lost and found
- Return items to their owners
- Keep supplies ready for everyone

SMALL THINGS MAKE A BIG DIFFERENCE

QUIET HERO



Help create a calm, focused learning environment with quiet, helpful actions.

You Might...

- Model calm choices
- Notice when the room needs a quiet boost
- Give a gentle reminder
- Be a positive example

QUIET CHOICES HELP BIG IDEAS GROW

WAITING TIME ARCHITECT



Find creative ways to make waiting time meaningful, positive, and fun.

You Might...

- Suggest quiet activities
- Keep a small idea basket
- Help others get started
- Turn waiting time into learning time

GOOD IDEAS MAKE TIME BRIGHTER

SUPPLY PATHFINDER



Help keep classroom supplies organized, stocked, and easy to find.

You Might...

- Check supply bins
- Restock when needed
- Keep materials neat
- Help others find what they need

ORGANIZED SUPPLIES LEAD TO BIGGER LEARNING

TRANSITION TIMEKEEPER



Help our class move smoothly from one activity to the next.

You Might...

- Give a friendly time reminder
- Use our class signals
- Help classmates get ready
- Keep transitions calm and on track

SMOOTH TRANSITIONS CREATE MORE TIME TO LEARN

WELCOME WAYFINDER



Help everyone feel welcome, included, and part of our classroom community.

You Might...

- Greet new students
- Help classmates feel included
- Show where to find things
- Be a friendly face for all

A WELCOMING CLASSROOM IS A HAPPIER CLASSROOM

The Invisible Job Agency

OFFICIAL JOB POSTINGS

Real Jobs ★ Real Impact ★ Extraordinary Kids

SMALL JOBS BIG CHANGE

JOB #01

Kindness Detective

NOTICE ★ CELEBRATE ★ SPREAD KINDNESS



Look for kind actions, kind words, and kind choices happening in our classroom and help them shine!

YOU MIGHT...

- Look for kind actions
- Write kind notes
- Share kindness stories
- Help create a kinder, brighter classroom

SKILLS YOU'LL USE

- Observation
- Empathy
- Communication
- Positive mindset
- Leadership

JOB #02

Question Collector

BE CURIOUS ★ EXPLORE IDEAS ★ SPARK LEARNING



Collect curious questions to help our class wonder, explore, and learn. No question is too big or too small!

YOU MIGHT...

- Listen for great questions
- Write them down
- Add questions to our Wonder Wall
- Help spark discussions

SKILLS YOU'LL USE

- Curiosity
- Critical thinking
- Communication
- Organization
- Collaboration

JOB #03

Lost Pencil Investigator

FIND ★ ORGANIZE ★ REUNITE



Help reunite wandering pencils, supplies, and small items with their rightful homes so everything stays ready for learning!

YOU MIGHT...

- Check shared spaces
- Organize the lost and found
- Return items to their owners
- Keep supplies ready for everyone

SKILLS YOU'LL USE

- Organization
- Responsibility
- Problem-solving
- Attention to detail
- Teamwork

JOB #04

Quiet Hero

CREATE CALM ★ SUPPORT OTHERS ★ MAKE A DIFFERENCE



Help create a calm, focused learning environment with quiet, helpful actions.

YOU MIGHT...

- Model calm choices
- Notice when the room needs a quiet boost
- Give a gentle reminder
- Be a positive example

SKILLS YOU'LL USE

- Self-regulation
- Empathy
- Leadership
- Communication
- Mindfulness

★ KINDER PEOPLE ★
★ BRIGHTER CLASSROOMS ★
★ BIGGER TOMORROWS ★

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BRIGHTER CLASSROOMS
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SMALL JOBS BIG CHANGE

JOB #05 — Waiting Time Architect

TURN WAITING ★ INTO WONDER



Find creative ways to make waiting time meaningful, positive, and fun for everyone.

YOU MIGHT...

- Suggest quiet activities
- Keep a small idea basket
- Help others get started
- Turn waiting time into learning time

SKILLS YOU'LL USE

- Creativity
- Problem-solving
- Leadership
- Positive mindset
- Patience

JOB #06 — Supply Pathfinder

FIND ★ ORGANIZE ★ SHARE ★ KEEP STOCKED



Help keep classroom supplies organized, stocked, and easy to find so everyone can learn without delay.

YOU MIGHT...

- Check supply bins
- Restock when needed
- Keep materials neat
- Help others find what they need

SKILLS YOU'LL USE

- Organization
- Responsibility
- Teamwork
- Attention to detail
- Problem-solving

JOB #07 — Transition Timekeeper

READY ★ SET ★ FOCUS



Help our class move smoothly from one activity to the next by giving friendly reminders and helping everyone stay focused.

YOU MIGHT...

- Give a friendly time reminder
- Use our class signals
- Help classmates get ready
- Keep transitions calm and on track

SKILLS YOU'LL USE

- Communication
- Leadership
- Organization
- Responsibility
- Calm problem-solving

JOB #08 — Welcome Wayfinder

GREET ★ INCLUDE ★ GUIDE ★ BELONG



Help everyone feel welcome, included, and part of our classroom community, and help new students feel right at home.

YOU MIGHT...

- Greet new students
- Help classmates feel included
- Show where to find things
- Be a friendly face for all

SKILLS YOU'LL USE

- Kindness
- Empathy
- Communication
- Confidence
- Community building

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KINDER PEOPLE
BRIGHTER CLASSROOMS
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APPLICATION FOR SERVICE

Real Jobs ★ Real Impact ★ Extraordinary Kids

SMALL JOBS BIG CHANGE

Name: _____ Date: _____

Class: _____ Teacher: _____

1 Getting to Know You

Tell us a little about yourself!

Three words that describe me:

_____ _____ _____

I am good at: _____

_____

I want to get better at: _____

_____

2 Why I Want to Serve

Check all that apply.

- ☐ I want to help my classmates.
- ☐ I want to make our classroom a kinder place.
- ☐ I like to be organized.
- ☐ I enjoy working with others.
- ☐ I like to solve problems.
- ☐ I want to learn new skills.
- ☐ I want to make a difference.
- ☐ Other: _____

3 Top Job Choices

Choose up to three jobs you are most interested in.

1. _____
2. _____
3. _____

4 I Would Be a Great Fit Because...

Write or draw why you would be good at your top choice(s).

5 I Will Help by...

Check the ways you will show up as a helpful team member.

- ☐ Be responsible
- ☐ Try my best
- ☐ Be kind and include others
- ☐ Follow directions
- ☐ Ask for help when I need it
- ☐ Be a problem-solver
- ☐ Be a good listener
- ☐ Take care of materials
- ☐ Be a positive example
- ☐ Help make our classroom run smoothly

6 Official Applicant Signature

I am ready to use my time, talents, and kindness to help our classroom community!

_____

My Signature

KINDER PEOPLE ★ BRIGHTER CLASSROOMS ★ BIGGER TOMORROWS

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QUICK APPLICATION TICKET

Small Application ★ Big Possibilities

Pick a job.
Fill it out.
Turn it in.
Make a difference!

JOB #01

Quick Application Ticket

Kindness Detective

Notice ★ Celebrate ★ Spread Kindness



Name: _____

Class: _____

I want this job because:

- ☐ I like to notice kind actions.
- ☐ I want to help make our class kind.
- ☐ I enjoy encouraging others.
- ☐ I want to make a positive difference.
- ☐ Other: _____

JOB #02

Quick Application Ticket

Question Collector

Be Curious ★ Explore Ideas ★ Spark Learning



Name: _____

Class: _____

I want this job because:

- ☐ I love asking questions.
- ☐ I'm curious about everything.
- ☐ I want to help our class wonder.
- ☐ I enjoy learning new things.
- ☐ Other: _____

JOB #03

Quick Application Ticket

Lost Pencil Investigator

Find ★ Organize ★ Reunite



Name: _____

Class: _____

I want this job because:

- ☐ I like to keep things organized.
- ☐ I want to help find lost items.
- ☐ I enjoy solving small mysteries.
- ☐ I want to keep our classroom tidy.
- ☐ Other: _____

JOB #04

Quick Application Ticket

Quiet Hero

Create Calm ★ Support Others ★ Make a Difference



Name: _____

Class: _____

I want this job because:

- ☐ I like to help others feel calm.
- ☐ I'm good at making good choices.
- ☐ I want to help our class focus.
- ☐ I enjoy being a positive example.
- ☐ Other: _____

JOB #05

Quick Application Ticket

Waiting Time Architect

Turn Waiting ★ Into Wonder



Name: _____

Class: _____

I want this job because:

- ☐ I have creative ideas.
- ☐ I can help make waiting time fun.
- ☐ I enjoy helping others get started.
- ☐ I like to think of positive solutions.
- ☐ Other: _____

JOB #06

Quick Application Ticket

Supply Pathfinder

Find ★ Organize ★ Share ★ Keep Stocked



Name: _____

Class: _____

I want this job because:

- ☐ I like to keep supplies organized.
- ☐ I enjoy helping others find what they need.
- ☐ I am responsible and careful.
- ☐ I want to help everyone learn.
- ☐ Other: _____

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OFFICIAL APPOINTMENT LETTER

Real Jobs ★ Real Impact ★ Extraordinary Kids

SMALL JOBS BIG CHANGE

Dear _____,
(Student's Name)

OFFICIAL JOB APPOINTMENT

You're officially appointed to the position of

_____
(Job Title)

Your unique skills, kind heart, and willingness to help make our classroom a brighter, kinder, and more successful place. You are a valuable member of our team, and this job makes a real difference!

YOUR JOB IMPACT

In this role, you will help:

- Our classmates
- Our classroom community
- Create a kinder, more welcoming learning space
- Keep our classroom organized and running smoothly
- Make a positive difference every day!

YOUR JOB RESPONSIBILITIES

- _____
- _____
- _____
- _____

IMPORTANT DETAILS

Start Date: _____

End Date: _____

Report To: _____

Special Notes: _____

_____

Thank you for sharing your time, talents, and kindness. You make a big difference!

THE INVISIBLE JOB AGENCY PROMISE

We believe that every small job matters.
When everyone helps, our classroom becomes a kinder, brighter place where everyone belongs.

_____ _____
Teacher Signature Date

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POCKET DUTY CARDS

Small Jobs ★ Big Impact ★ Kinder Classrooms

Print, Cut, and Share the Jobs!

JOB #01 — Kindness Detective



Look for kind actions, kind words, and kind choices happening in our classroom.

Notice Kindness Everywhere!

JOB #02 — Question Collector



Collect curious questions to help our class wonder, explore, and learn.

Curiosity Leads to Amazing Things!

JOB #03 — Lost Pencil Investigator



Help reunite wandering pencils, supplies, and small items with their rightful homes.

Find What's Missing!

JOB #04 — Quiet Hero



Help create a calm, focused learning environment with quiet, helpful actions.

Calm Choices Bright Minds!

JOB #05 — Waiting Time Architect



Find creative ways to make waiting time meaningful, positive, and fun for everyone.

Turn Waiting Into Wonder!

JOB #06 — Supply Pathfinder



Help keep classroom supplies organized, stocked, and easy to find so everyone can learn without delay.

Find Organize Share Keep Stocked!

JOB #07 — Transition Timekeeper



Help our class move smoothly from one activity to the next by giving friendly reminders and helping everyone stay focused.

Keep Us On Track!

JOB #08 — Welcome Wayfinder



Help everyone feel welcome, included, and part of our classroom community, and help new students feel right at home.

Make Everyone Feel They Belong!

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MISSION REFLECTION CARDS

Look Back ★ Celebrate ★ Make a Difference

Every small job makes a BIG difference!

MISSION 01 — Kindness Detective

A kind action I noticed:

How it made someone feel:

I can keep being kind by:

MISSION 02 — Question Collector



A great question I asked or found:

What I learned or discovered:

I want to keep wondering about:

MISSION 03 — Lost Pencil Investigator

What I found, helped, or organized:

How it helped our classroom:

I can keep being helpful by:

MISSION 04 — Quiet Hero

A calm choice I made:

How it helped me or others:

I can keep making calm choices by:

MISSION 05 — Waiting Time Architect

A creative idea I used:

How it made waiting time better:

I can keep making waiting time more fun by:

MISSION 06 — Supply Pathfinder

What I organized or restocked:

How it helped our classroom:

I can keep our supplies organized by:

MISSION 07 — Transition Timekeeper

A reminder or helpful action I gave:

How it helped our class:

I can keep transitions smooth by:

MISSION 08 — Welcome Wayfinder



A way I helped someone feel welcome:

How it made a difference:

I can keep helping our class community by:



The Invisible Job Agency

AGENCY ROTATION LOG

Try New Jobs ★ Build Skills ★ Make a Difference

Different Jobs. Brighter Classrooms. Happier People.

Date ★	Job Number ★	Job Title ★	What I Did ★	How It Went ★ ☺ 😐 ☹	Teacher Initials ★
1					
2					
3					
4					
5					
6					
7					
8					

★ My Job Reflections ★

My favorite job was: _____

It was my favorite because: _____

_____

_____

A job that was challenging was: _____

_____

What I learned from it: _____

Next time I want to try: _____

★ Skills I Used ★

Check the skills you practiced during your jobs.

- ☐ Being kind
- ☐ Helping others
- ☐ Asking questions
- ☐ Staying organized
- ☐ Solving problems
- ☐ Being creative
- ☐ Being responsible
- ☐ Working as a team
- ☐ Listening
- ☐ Showing patience
- ☐ Making good choices
- ☐ Keeping our classroom running smoothly
- ☐ Making a positive difference

★ KINDER PEOPLE ★
★ BRIGHTER CLASSROOMS ★
★ BIGGER TOMORROWS ★

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