

Tokkatsu Manual 5

How to Conduct Classroom Job Activities

This manual explains how to conduct classroom job activities. Please adapt it flexibly according to the situation of your school and class.

What Are Classroom Job Activities?

1. Purpose

1. Classroom job activities develop children's autonomy, creativity, and problem-solving skills by enabling children themselves to plan and manage activities.
2. Classroom job activities make the class an enjoyable place where children can grow freely.

In Japan, classroom job activities and duty activities are often confused. Please distinguish between the two in practice.

2. Flow of Classroom Job Activities

(1) Hold a class meeting.

- Children share ideas for classroom job activities that will make the class more enjoyable.
- At first, children may choose from the teacher's recommended list.
- Gradually, children become able to create unique activities by themselves. Even a "fortune-slip job," in which children make fortune slips and have classmates draw them, is acceptable.
- Decide which job each child will belong to. Each job has two to five members.
- Every child belongs to one job. Holding multiple jobs at the same time is not allowed.
- Jobs are reorganized each term.
- It is not good if only the children in the job are active. Children in a job work for the whole class. For example, it is not appropriate for only the Animal Care Job children to feed the killifish. It is better for the Animal Care Job to recruit children who want to feed the fish and create a duty schedule.

(2) Each job group makes a plan and announces what activities it will do.

- Give each job an enjoyable name.
- On one sheet of paper, write the name, content of the job activity, announcements for everyone, and photos of the members. Post it on the classroom job activity board as an activity plan.
- Every job should conduct an activity at least once a month.
- At the end of the month, set aside reflection time. Give each child two sticky notes. Children write words of appreciation to jobs that worked hard, or requests for activities they would like the jobs to do, and attach the notes to the job activity plans.
- Based on feedback from friends, each job group develops the next month's activity plan and writes it on paper. They then paste it over the "announcements for everyone" section of the activity plan.

(3) Set aside time for "announcements from job groups" during the morning meeting or closing meeting.

(4) If a student questionnaire is conducted at the beginning and end of the school year, the impact of classroom job activities on children and the class can be evaluated.

Further Development

Classroom job activities can be carried out in a single class, but they can also be expanded to the whole school. For details, please see the manuals on student committee activities and club activities.

Reference A: Examples of Good Classroom Job Activities

Good classroom job activities are enjoyable and allow children to contribute to the class by making use of their strengths.

No.	Job	Content
1	Birthday Celebration Job	On classmates' birthdays, members sing a celebration song and prepare a message card as a present. They may also hold a monthly birthday party.
2	Rainy-Day Recreation Job	Members prepare recreation activities that can be done in the classroom on rainy days so that everyone can enjoy them.
3	Anything Award Job	Members choose and recognize children who contributed to the class or worked especially hard during the week. They hold an award ceremony at the Friday closing meeting and present handmade medals or certificates.
4	Newspaper Job	Members cover class events, interview classmates and teachers, write articles, and publish a class newspaper about once a month.
5	Anything Olympics Job	Members decide the event for the week and recruit participants, such as drawing, coloring, running, kendama, or jump rope. They hold a competition during Friday recess and present handmade medals or certificates to winners.
6	Music Job / DJ Job	Members select music to play in the classroom during recess or lunch, and introduce the singers or lyrics while playing the songs.
7	Classroom Beautification Job	Members think of ways to keep the classroom clean, decorate the classroom and bulletin boards, manage lost items, and return them to their owners.
8	First-Grade Support Job	Upper-grade children, especially Grade 6 children, help new first graders. Examples include helping them organize school supplies in the morning, reading aloud to them, or watching over them when the homeroom teacher is absent during a morning meeting. This is not a job in which only the job members do the support work; rather, the members coordinate support by recruiting children who want to participate and creating a schedule.
9	Fortune-Slip Job	Members make fortune slips and have classmates draw them when they arrive at school, telling their fortune for the day.

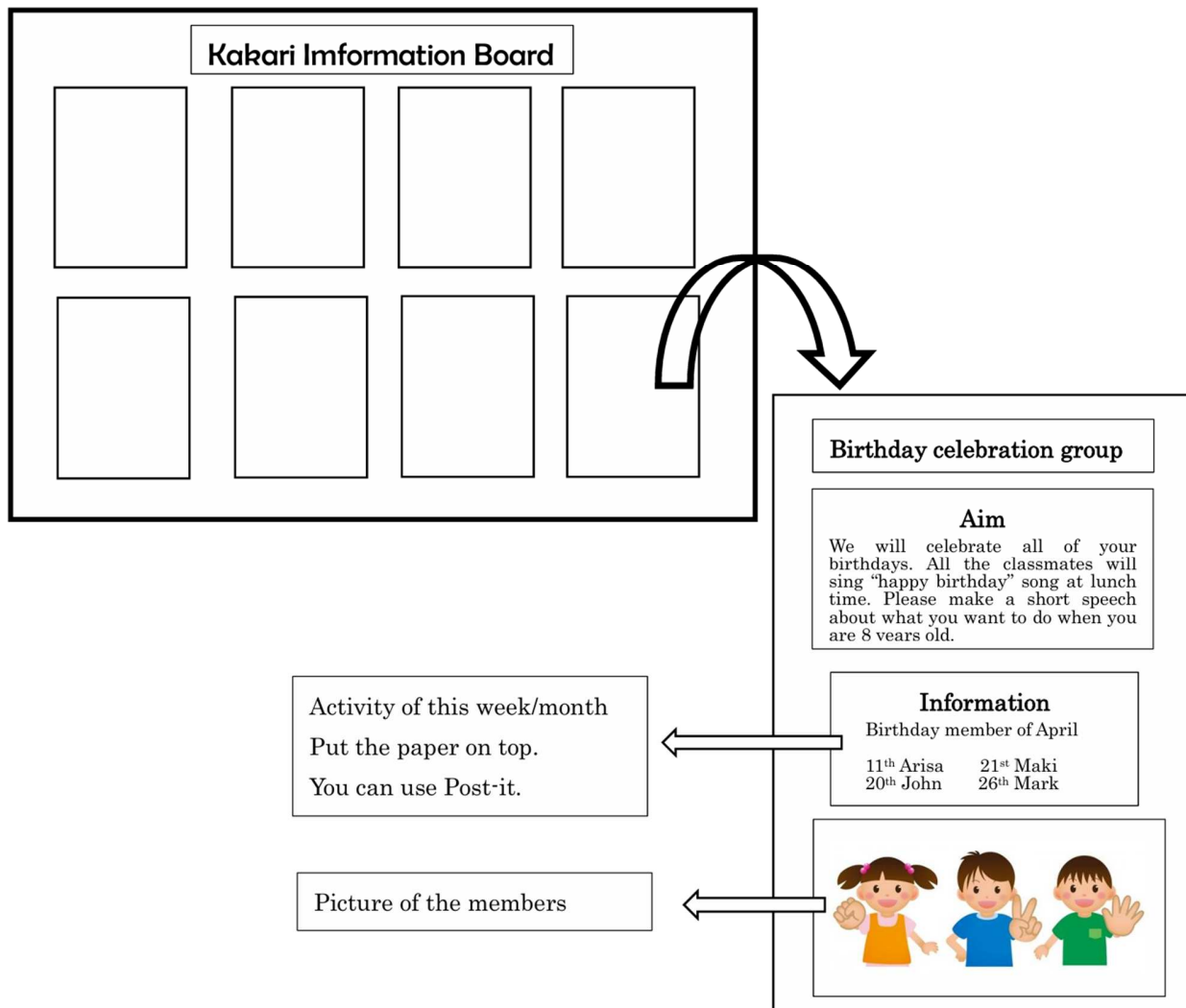
Examples of Poor Classroom Job Activities

No.	Job	Content
1	Blackboard Job	Duty work such as erasing the blackboard or emptying the trash bin is not suitable as a classroom job activity. Such work should be done as duty activities by deciding an order.
2	Animal Care Job	Activities in which only the children assigned to the job are involved are also not suitable as classroom job activities. If the Animal Care Job creates a system in which everyone can be involved, such as recruiting children who want to feed or water the animals and creating a duty schedule, it can become appropriate as a classroom job activity.

Reference B: Classroom Job Activity Display

- At the end of the month, children attach feedback sticky notes to this sheet.
- Jobs that are working hard will receive many sticky notes.
- Example display items: job name, what our job does, announcements from the job group, this week's or this month's activity, and photos of the job members.

Information Board



Every pupil puts the post-it for reflection on this paper.
Best contributing *Kakari* will get many reflection post-its.

Reference C: Student Questionnaire Example

1. Please circle the response that applies to you.

Item	Agree	Somewhat agree	Somewhat disagree	Disagree
I like classroom job activities.				
I am glad to be a member of this class.				
I enjoy going to school.				
I have close friends.				
I follow the school rules in my daily life.				
I work hard at my studies at school.				
I think it is important to decide things through discussion.				
We can improve our class through our own efforts.				
I want to become a person who is useful to society.				
I think I have good qualities.				
I think I am useful to my class.				
I can accomplish what I decide to do.				
I am a good leader.				
I prefer being alone.				

2. What grade are you in? Grade 1 / Grade 2 / Grade 3 / Grade 4 / Grade 5 / Grade 6

3. What is your gender? Boy / Girl / Other

Thank you for your cooperation!

Acknowledgment

In preparing this manual, advice was received from Ms. Hiromi Shimizu, principal/former principal of an elementary school in Hachioji City, Tokyo, and Mr. Takahito Okui, a public elementary school teacher in Aichi Prefecture. The efforts of the Nagoya City TOKKATSU Activities Study Group regarding “company activities as classroom job activities” were also used as a reference.