



## **Safety Village Teacher JOB DESCRIPTION**

### **JOB INFORMATION**

Title: Safety Village Teacher

Supervisor(s): Works under the general and detailed supervision of the Safety Village Coordinator, Assistant Coordinator and Recreation Manager

### **JOB SUMMARY**

Safety Village Teacher implements curriculum, develops, and provides activities for children aged 5-6. The teacher will also monitor and mentor table teachers. The teacher will provide a safe, secure, educational, and fun environment for the kids. The teacher is required to be there 9:30-3:30. Teachers are paid at an hourly rate.

### **JOB DUTIES AND TASKS**

#### **In-Service Training**

- Attends all required in-service training sessions
- Completes all training session requirements

#### **Safety Village Site**

- One teacher arrives no later than 9:30
- Assigns daily jobs for table teachers.
- Gather materials (videos, handouts, puppets, etc.) for daily plans.
- As students arrive, have them sit in a designated area with their table teachers. They may visit, practice songs, practice poems, or practice/review important safety information
- While students are arriving, teachers should be getting out any last supplies (Please be sure that the children are still being **supervised**). Greet students and parents. Be readily available to answer questions from parents.
- Be familiar with the daily schedule/plan.
- Be familiar with presenters for the day.
- At approximately 10:05 (1:05) Let students know about today's safeties that will be taught, say the pledge, and review songs that were taught on previous days.

- At approximately 10:15 (1:15) Monitor students and table teachers as a community member presents information about today's safety.
- Teachers will teach song and/or poems that coincide with today's safety.
- Teachers will review safety curriculum with students through songs, poems, videos, activities, and puppet shows to help prepare for the graduation ceremony.
- Approximately 10:55-11:05 (1:55-2:05) Bathroom and Water break. Teachers will monitor students and table teachers as bathroom and water breaks are taking place.
- Teachers will review safety curriculum with students through songs, poems, videos, activities, and puppet shows to help prepare for graduation ceremony.
- Approximately 11:15 (2:15) Monitor students and table teachers as a community member presents information about today's safety.
- Teachers will teach song and/or poems that coincide with today's safety.
- Teachers will review safety curriculum with students through songs, poems, videos, activities, and puppet shows to help prepare for graduation ceremony.
- Approximately 11:55 (2:55) Review today's activities. Inform students of all materials (activity packets or supplies relevant to today's safety) that they will be taking home.
- 12:00 (3:00) dismiss students to their parents or daycare providers. (no student is allowed to leave classroom unless accompanied by an adult)
- **As parents arrive, please make yourselves available to them to answer any questions they may have, discuss any information about the children that you feel they would like to know, good and bad.**
- **Inform parents of any pertinent messages regarding next day's schedule.**
- After all children have left, clean the areas that you have used that day. This includes moving furniture back if needed, taking out garbage, sweeping/vacuuming, wiping tables.
- 12:05-12:45 Lunch (teachers need to monitor table teachers during lunch break)
- Follow/repeat morning schedule for afternoon class.
- **As parents arrive, please make yourselves available to them to answer any questions they may have, discuss any information about the children that you feel they would like to know, good and bad.**
- **Inform parents of any pertinent messages regarding next day's schedule.**
- After all children have left, clean the areas that you have used that day. This includes moving furniture back if needed, taking out garbage, sweeping/vacuuming, wiping tables.
- Make sure lights are off and windows are closed.
- Turns in time sheet when requested – Time sheets must be filled out correctly on a daily basis
- Follow and be consistent with discipline procedures
- Incident Reports have to be in to me by the following day
- Attend to injured/hurt children
- Be able to handle an unruly child- having a tantrum, fighting, running away from table teachers or teachers.
- Be able to handle children in both small and large group situations

#### STAFF MEETINGS

- Is present and on time for all staff meetings

## **EVALUATIONS**

- Thoroughly completes all evaluation forms in writing
- Attends on oral discussion of the final written leader evaluation session

## **CLOSING THE CENTERS**

- Leaves the site and all equipment in the same condition as found
- Writes a thank you notes to all community presenters
- Returns all supplies and equipment in the same condition as issued

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties and tasks as they may change or be adjusted, as situations require.

## **JOB SPECIFICATIONS**

- Experience in working with children in the area of Elementary Education or Early Childhood Education
- Indication of arts and crafts or creative background
- Indication of safety background
- Displays ability to mentor and monitor table teachers (middle school or early high school)
- Displays ability to work effectively with other employees
- Displays ability to establish good public relations
- Has previously held leadership positions or willingness to do so
- Outgoing personality
- Safety Village Teachers are representing the Bismarck Parks and Recreation District on and off the job when on the Parks payroll – Leaders are asked not to wear their staff shirts in any non-tasteful establishments or manner
- Ability to maintain certification in 1<sup>st</sup> Aid/CPR certification

## **WORKING CONDITIONS**

- Primary work location will be at the High Prairie Art and Science Complex
- Responsible for getting to and from work each day
- Hours will be 9:30-3:30pm daily for each 2 week session