



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 025 Safety Patrol Sponsor

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QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To provide the opportunity whereby students can develop and build their citizenship and leadership skills, their sense of personal worth and competence, their academic knowledge, and provide services to the school district.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the Hancock Place School District for participation in co-curricular and extra-curricular activities.* Patrol members shall be consist of students enrolled in the 5th grade.* Organize, supervise, and assist in the student nomination process.* A minimum of 4 students shall be nominated by each 5th-grade classroom teacher, with the nomination criteria to be based upon excellent leadership skills and good role models, excellent academic records, and no discipline referrals.* Distribute study booklets to nominees, and notify students of test date. (The study booklets are provided free-of-charge to the district by AAA as part of the safety patrol program.)* Organize, supervise, and administer the safety patrol test.* Notify teachers, students, and parents of test results.* Obtain parental signatures of students participating in the program.* Organize, sponsor, supervise, and conduct meetings with the members to set-up assigned post locations and times, and address any other important issues.* Provide for the safety of facilities and the safety of the students while conducting all meetings.* Attend and supervise all school activities and events for patrol members.* Plan, organize, and supervise an annual recognition program for all safety patrol members.* Attend and supervise the AAA Cardinals baseball game for all patrol members.* Assist the building administrator in ordering all supplies and equipment necessary to support the program.* Provide a yearly inventory of supplies and equipment to a building administrator.* Inform and make recommendations concerning the program to a building administrator.* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.* Perform all other duties as assigned by the Building Principal, Assistant Superintendent, or Superintendent.