

City of Tukwila Parks and  
Recreation Department



# INSTRUCTORS MANUAL

**Tukwila Community Center**  
12424 42<sup>nd</sup> Avenue South  
Tukwila, WA 98168  
(206) 768-2822  
FAX (206) 768-0524

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# WELCOME

The City of Tukwila Parks and Recreation Department offers a variety of classes, workshops, seminars and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in this community. Your participation and involvement will compliment the diversity of our programming and contribute to the overall success of the programs.

The intent of this manual is to provide you with important, useful information. It is important to the City of Tukwila and our participants that you understand and are knowledgeable regarding such concerns as policies and procedures, what to do in case of emergency, payment procedures, etc.

Please read this manual carefully. This *Instructors Manual* is also available via email. If you have any questions or concerns, please contact your Staff Coordinator.

## TUKWILA PARKS AND RECREATION DEPARTMENT

### City of Tukwila Mission Statement

The City of Tukwila, in the spirit of partnership with its community, is preserving and enhancing a vibrant and healthy quality of life by providing caring, effective and efficient service.

As stewards of our community, we are dedicated to the following core values:

Caring    Respect    Excellence    Integrity    Quality    Service

### Hours of Operation

The Tukwila Community Center is located at 12424 42<sup>nd</sup> Avenue South. The operating hours for the Community Center are as follows:

Monday – Thursday (Sept. – May)	6:15am – 10:00pm
Monday – Thursday (June – Aug.)	6:15am – 9:00pm
Fridays	6:15am – 8:00pm
Saturdays	8:00am – 4:00pm

Staff will be on duty during these hours.

Other facility hours vary. Possible sites include the local schools, City Hall, and other local businesses. Check with your Staff Coordinator as to the specific location for your class. Unless otherwise instructed, all communication concerning your program should be directed to the Staff Coordinator.

### Department Services

The following services are available through the Tukwila Parks and Recreation Department:

- Troubleshooting and basic room set-up (missing equipment, locked rooms)
- Information Center (field questions regarding class information when instructor is not available)
- Payroll (checks are mailed directly to you)
- Marketing programs through brochures, press releases, flyers and speaking appearances
- Participant registration, refunds, and other related administrative duties
- Providing instructor with class rosters/attendance sheets and evaluations.

To assist the “on site” staff and help them perform more efficiently, please:

- Check in with your Staff Coordinator regularly
- Pick up class rosters and attendance sheets
- Read all communications and fill out paperwork in a timely manner

## **Please Notify Us:**

- When possible changes may occur (at least one week in advance)
- When you are ill and no substitute is available
- When your class will be out of the classroom or on a field assignment
- When there are any changes in the class.

Your needs for support services should be discussed with your Staff Coordinator. Materials should be reviewed together and completion dates mutually agreed upon. Whenever possible, instructors should be self-contained providing for their own clerical and material needs.

## **HOW TO BECOME AN INSTRUCTOR**

Tukwila Parks and Recreation hires and/or contracts with instructors to teach a specific activity. In order to become an instructor for the City of Tukwila Parks and Recreation, a potential instructor must do the following:

- Submit a Course Proposal Form (see back of packet)
- Submit an Instructor Profile Form (see back of packet)
- Submit copies of all pertinent certificates and licenses relating to course
- Successfully complete a Washington State Patrol Background Check form

All paperwork must be submitted to: Tukwila Community Center  
12424 42<sup>nd</sup> Avenue South  
Tukwila, WA 98168.

The Staff Coordinator will review this information and meet with a potential instructor to discuss the course and all details. If the Coordinator decides to proceed with the course, the instructor will either be hired on as staff or sign an "Agreement for Instructional Services" contract to become a "contract instructor". The instructor may also be required to provide **Liability Insurance**. Your Staff Coordinator can provide you with more information on this.

## **STAFF COORDINATOR**

Your Staff Coordinator is probably the person who either hired you or contracted with you. This person is your strongest link with the Department. Communicate with this person regarding teaching assignments, curriculum, material needs, evaluations, salary and any concerns you have. Each staff member has voicemail and email that can be used to leave messages.



# INSTRUCTOR DUTIES AND RESPONSIBILITIES

Instructors are hired or contracted to teach a specific skill as related in the course proposal. The instructor must be able to demonstrate the necessary knowledge of classroom management, performance of skill, organization of materials, provide handouts when appropriate and past experience and training in area.

## Prior to Class:

1. Instructor should provide the Staff Coordinator with:
  - a) Handouts and/or student supply list
  - b) Special room setup and equipment needs
  - c) Substitute list (if applicable)
2. When appropriate, the instructor should participate in marketing program. Note: All promotional material must be approved by your Staff Coordinator prior to distribution.
3. Instructors should call their Staff Coordinator at least 2 days prior to the start of the scheduled class to make sure that the minimum number of participants has been met. *If a course fails to meet the minimum number of participants, it will be canceled, postponed, or possibly adjusted.*
4. Visit the classroom or site prior to the start of the class to meet site staff, location of emergency exits, restrooms, payphone, etc.

## On Day of Class:

1. Arrive in a timely manner and be ready for class/students 15 minutes prior to the start of class.
2. Participate in special set-ups (i.e. unique equipment and breakdown needs).
3. Clean facility prior to exiting
4. Report any damage to facility or equipment to staff on duty.
5. Immediately report any injuries (participant or instructor) to staff on duty.
6. **Take Attendance** – Check roster to ensure that all participants are properly registered for the class. Please report to your Staff Coordinator any participants who are on your roster, but not attending class. Discuss registration procedures to individuals attending class but not officially registered for the class.
7. Distribute and collect course evaluations and turn in to staff coordinator
8. All schedule changes must be reported to your Staff Coordinator and approved in advance.
9. Arrange for a substitute in case you cannot make your scheduled class.
10. It is recommended that the instructor also:
  - a) Provide class with an introduction letter including goals and a brief personal history including training and experience.
  - b) Provide a syllabus including course introduction, course content and course objectives.

## Equipment, Supplies and Care of City Property:

- Instructors are responsible for their own supplies. There are some general office supplies available. Please return all supplies borrowed, so that other instructors can use them. There is a TV/VCR and also a stereo system and aerobic benches for use in the Banquet Hall. Please coordinate the use of this equipment with your Staff Coordinator.
- Use of the photocopier is allowed for instructional material only. Instructors should allow enough time prior to class to utilize the copier.
- Instructors are expected to take prudent care of City of Tukwila property, including, but not limited to, special equipment to teach class (i.e. sound system) and the facility. *Please ensure that the equipment and/or facility is left in a usable condition for the next scheduled activity.*

## Appearance:

- Cleanliness and neatness of appearance is required of all Parks and Recreation Department personnel. It is also expected of our instructors.

# COURSE REGISTRATION INFORMATION

Participants must pre-register for all courses. Registration can be done in person at TCC, over the phone, or via fax.

Payment must accompany all registrations (where fees are charged). Registrations will **NOT** be accepted without payment. Acceptable forms of payment include cash, check, Visa, and Mastercard.

Registration deadlines are generally 5 working days prior to the first day of class.

Students that withdraw from a course before it begins will be charged a \$3.00 administrative fee. The instructor will not be compensated (for those instructors receiving a percentage of revenue).

Students that withdraw from a course before it ends will be given a pro-rated refund. The refund will be based on the day that we are notified of the students desire to withdraw. For those instructors receiving a percentage of revenue, they will be compensated based on the revenue after pro-ration.

*In many cases, instructors are paid a percentage of the course revenue. Therefore, it is in YOUR best interest to be diligent in making sure that only registered students attend your class.*



# COURSE EVALUATION

Your Staff Coordinator should discuss with you his/her policy and expectations for evaluation of your class and your instruction by your students. These evaluations should be an opportunity for feedback and can provide valuable information on program development. Generally, we recommend that each class be evaluated once per quarter.

The [Course Evaluation Form](#) can be found at the back this packet.

# STUDENT CONFIDENTIALITY

Information that identifies or relates to our students should be safeguarded as confidential. Your class roster contains the name and telephone number of students enrolled in your class. Such information is not to be distributed without prior approval and is for the use of instructor only as it relates to the course.

Please do not allow anyone to look at your class roster and do not discuss your students performance with anyone who does not have a need to know without written authorization from the student or student's parent (if applicable).

# ABSENCES, SUBSTITUTES & CLASS CANCELLATIONS

In most situations, if you are ill or unable to teach, your class will be canceled and either a make-up class will be scheduled (usually by extending your class at the end of the scheduled session) or the students will be credited for the class.

If your class can be taught by a substitute instructor (so as to not disrupt the schedule), be prepared by locating a substitute who will work for you. **It is your responsibility to arrange for substitutes for your class.** Your Staff Coordinator may have suggestions for arranging a substitute. All substitutes must be approved by your Staff Coordinator. Substitutes, who are not currently Independent Contractors with the City of Tukwila, must complete all the necessary forms before instructing.

If you are unable to meet your class for any reason you should:

- Notify your Staff Coordinator or the main office at (206) 768-2822
- Make arrangements with your substitute

In the event that it is not possible to arrange a substitute, it is important to notify the students of the canceled class. At such time, a list of students and their home phones becomes valuable. **It is your responsibility to notify students of class cancellations of this nature.**

For classes that are canceled due to weather, facility, or other concerns, Tukwila Parks and Recreation will notify the students.

# INSTRUCTOR PAYMENT PROCEDURES

As an "Contract Instructor", you will be paid when all classes have been completed. If your scheduled session is longer than 6 weeks, you may request for 50% of services at a designated point in the class schedule.

Tukwila Parks and Recreation processes paperwork for each instructor at the end of each month. This work is forwarded to the City's Finance Department who will cut the check and mail it directly to you (generally checks are mailed out on the 1<sup>st</sup> Tuesday of the month).

Your Staff Coordinator will evaluate your qualifications and experience to help determine how much City will pay you for your services. Instructors will be paid in one of the following ways:

- Percentage of course revenue
- Flat fee
- Per class wage
- Hourly wage

The City of Tukwila will not withhold money for social security or federal income tax. Annual payments to the "contract instructor" from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.

# INCLEMENT WEATHER

In case of inclement weather, the Tukwila Parks and Recreation Department follows the Tukwila School District schedule. If an evening or weekend class is in question, please contact the Tukwila Community Center at (206) 768-2822.

# EMERGENCIES

Staff and instructors should use common sense first aid procedures in dealing with minor accidents. All accidents and emergencies should be reported immediately to "on site" department staff. An Incident Report will then be filled out and turned in to the Staff Coordinator.

Notify "on site" staff in the event that emergency assistance is required in respect to the following:

- If there is damage to a facility or property and/or there exists the threat of further damage.
- If there is an immediate threat to the safety of any person.
- If there is disruption of the normal activities.
- In the event of a personal injury an/or accident involving a staff member or participant.
- In the event of theft of City or personal property.

When calling 911, be prepared to provide the dispatcher with the following information:

1. Nature of problem or situation.
2. Location of facility (TCC address is 12424 42<sup>nd</sup> Ave. S.)
3. What is currently being done about the problem or situation
4. Stay on line until dispatcher tells you to hang up.
5. Whenever possible, have someone meet the Fire/Police who can escort them to where they are needed.

An excellent precaution is to request any student with knowledge of health limitations to advise you privately of his/her situation, what can be expected, what must be done, and whom to notify, etc.

Participants in our aerobics courses MUST provide you with written permission from their health care provider if he/she has a heart condition, is more than 35 pounds overweight, more than 50 years old, pregnant, less than 1 month postpartum, or not currently exercising.

First aid equipment is located in the following locations:

- TCC Main Office
- Other Facilities – discuss with you Staff Coordinator

## **Fire Alarm:**

- Lead your participants to the nearest exit.
- Direct participants to meet at the flag pole located in front of the Community Center.
- Be sure your participants are out of the building.
- Use class roster to account for participants
- DO NOT re-enter the building until appropriate personnel give you permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure the participants that are under 18 years are held in a safe area until parents are able to pick them up.

## **Bomb Threat:**

- Clear the area in an orderly manner.
- Use the same steps as in a fire alarm.
- Call 9-911 immediately
- Write down all communication between you and the person making the threat (if applicable).

## **Robbery:**

- Do what the perpetrator asks, don't argue or aggravate them.
- Once the perpetrator has left, call 9-911.
- As soon as possible, write a detailed description of the events and the individual(s).

## **Earthquake:**

- During an earthquake, stay indoors.
- Get under a desk, table, or strong doorway.
- Watch for falling, sliding, or swaying objects.
- Stay clear of all windows and glass doors.
- After earthquake stops, evacuate building using the same steps as in a fire alarm.

## **Medical Emergency:**

- Locate a phone and call 9-911.
- Telephones are located at the main office of TCC.
- For other facilities, please discuss with your Staff Coordinator.
- Certified individuals should administer immediate first aid.



# **SAFETY**

Instructors and staff are expected to have concern for the safety and well-being of their participants and themselves.

## **Demonstrate Your Concern for Safety:**

- Adopt rules and procedures to prevent accidents.
- Communicate knowledge of risk to students and other instructors and staff.
- Communicate safe techniques. Instruct safety properly and in sequence.
- Be properly certified, and keep certifications current including CPR and First Aid training.
- Check for the safety of equipment. Keep work areas safe.
- Follow industrial and professional standards for safety, as well as City and State codes.
- Warn of impending danger.

## **Behave as a Prudent Risk Manager:**

- Exhibit professional behavior at all times.
- Be well trained and current on all aspects of your teaching responsibilities.
- Be receptive to suggestions and responsive to complaints.
- Enforce rules and regulations.
- Be “liability conscious”. Inspect regularly and examine critically.
- Inform your Staff Coordinator of any safety concerns or violations.
- Have a clear idea of how you will institute emergency procedures, should they be needed. Where appropriate, practice emergency procedures. Exercise good judgment. Consider implications of leaving assigned post unattended, overloading classes, mainstreaming students before sufficient skills are learned, etc.
- Keep accurate records and complete appropriate forms.
- Review emergency and safety procedures.
- When an accident occurs, be ready to assist if necessary.

## **Remember, You Are Not Alone:**

- Assigned “on site” staff should be your partner in managing any emergency situation.
- Your Staff Coordinator will work with you to correct unsafe situations and can advise you and assist you further with special emergency procedures.
- Your staff Coordinator and “on site” staff should be you partners in creating and maintaining a safe working and learning environment. Make safety a high priority in the program planning and implementation you do with others.

# **POLICIES AND PROCEDURES**

## **Smoking:**

Smoking is prohibited inside the Tukwila Community Center and on all Tukwila School District grounds.

## **Weapons:**

Weapons (guns, knives, martial arts weapons, etc.) are not allowed in the Tukwila Community Center or in association with the Recreation Program.

## **Promotional Materials:**

All promotional materials (flyers, banners, etc.) must be approved by your Staff Coordinator before they can be displayed or distributed.

## **Guests:**

Only registered participants, instructors, and Tukwila Parks and Recreation staff are allowed to be in the classroom during class time. Substitute instructors may be in the class to familiarize themselves with the students and class routine. Non-participants are not allowed in the class during class time.

# City of Tukwila Parks and Recreation Department



## COURSE EVALUATION FORM

Course Name: \_\_\_\_\_

Course #: \_\_\_\_\_

Instructor: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please help us to continue to offer quality programs by giving us some feedback. Our instructors and our programming staff would appreciate this valuable information as we plan for future activities.

	<i>(Please circle one)</i>				
	Poor	Average			Excellent
LOCATION	1	2	3	4	5
CONDITION OF ROOM	1	2	3	4	5
DAY OF WEEK	1	2	3	4	5
TIME OF DAY	1	2	3	4	5
LENGTH OF CLASS	1	2	3	4	5
CLASS INFORMATION	1	2	3	4	5
CLASS FEE	1	2	3	4	5
INSTRUCTOR'S ORGANIZATION	1	2	3	4	5
INSTRUCTOR'S KNOWLEDGE	1	2	3	4	5
INSTRUCTOR'S ENTHUSIASM	1	2	3	4	5
OVERALL INSTRUCTOR	1	2	3	4	5
OVERALL CLASS	1	2	3	4	5

How did you hear about this activity?	What other classes would you like to take?
What did you <b>LIKE</b> about this class?	What did you <b>DISLIKE</b> about this class?
What suggestions or changes would you recommend?	Other Comments.

Thank you for your time and input!



# INSTRUCTOR PROFILE

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone:(\_\_\_\_\_) \_\_\_\_\_ Eve Phone:(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

You may use an additional sheet or make copies of this form if necessary.

**List all CERTIFICATIONS/LICENSES that you hold related to your Course Proposal** (please attach copies).

<u>Title</u>	<u>Issue Date</u>	<u>Expiration Date</u>	<u>Brief Description</u>

**List your EXPERIENCE related to your Course Proposal beginning with the most recent.**

<u>Dates</u>	<u>Course</u>	<u>Location</u>	<u>Pay Rate</u>

**List REFERENCES related to your Course Proposal**

<u>Name</u>	<u>Position</u>	<u>Organization</u>	<u>Phone</u>
			(     )
			(     )
			(     )

**List any additional CERTIFICATIONS/LICENSES that you hold.**

<u>Title</u>	<u>Issued Date</u>	<u>Expiration Date</u>	<u>Brief Description</u>

--- OVER ---

**List any additional WORK EXPERIENCE beginning with the most recent.**

<u>Dates</u>	<u>Course</u>	<u>Location</u>	<u>Pay Rate</u>	<u>General Description of Course</u>

**Emergency Contacts (who we should contact in case something happens to you).**

<u>Name</u>	<u>Phone</u>	<u>Relationship</u>
	( )	
	( )	
	( )	



City of Tukwila Parks and Recreation Department

COURSE PROPOSAL FORM

Please complete this Course Proposal Form and submit it to the appropriate Staff Coordinator (see below). Please note that the information listed on this form is tentative and subject to review.

Youth & Teen Staff Coordinator

Kirstin May

Athletics & Special Interest Staff Coordinator

Marlus Francis

Facility Staff Coordinator

John Dunn

Senior Adult Staff Coordinator

Sheri McConnaughey

Title of Course: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of Course \_\_\_\_\_ hours X \_\_\_\_\_ days

Target Population (check all that apply):

- Toddler (2 – 4 yrs.)  Pre-School (4 – 6 yrs.)  Elementary Age (7 – 12 yrs.)
- Teens (13 – 17 yrs.)  Adults (18+)  Seniors (55+)
- Other \_\_\_\_\_  Male  Female

Desired Day of Week (check all that apply):

- Monday  Tuesday  Wednesday
- Thursday  Friday  Saturday

Desired Time of Day: \_\_\_\_\_  am  pm

Minimum Enrollment: \_\_\_\_\_ Maximum Enrollment: \_\_\_\_\_

Proposed Course Fee:\$ \_\_\_\_\_ per student

\*Note that this is negotiable and that you as the instructor will be paid a portion of this fee that is mutually agreed upon with the Staff Coordinator.

Equipment/Supplies: \_\_\_\_\_  
\_\_\_\_\_

Space Requirements: \_\_\_\_\_  
\_\_\_\_\_

Add'l Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_