

# Classroom LEAD Description

## **JOB DESCRIPTION**

- *Provide support and direction to Garden Masters in your class*
- *Be a link between all things garden related and your teacher*
- *Maintain class rotation log*

## **Escort students and Class Rotation Log**

- Pick up *group #1* and escort to garden – leave 20 min timer with teacher
- Divide into Maintainers, Explorers or Planters and note on class rotation log
- At 20 min mark, teacher escorts *group #2* to garden and takes *group #1* back
- At end of second rotation, escort students back to class

## **Monthly Garden Visits**

- 1 week prior to your class visitation day
  - Confirm date and time with teacher and that all GMs can attend
  - If you need to reschedule, look at calendar on blog, find open time and send email to garden address requesting change.
- Day of class visitation
  - Arrive at school early to set up supplies and confirm GMs are set up
  - Encourage GMs to give Green Bucks for engagement, enthusiasm, extra hard work
  - Pick up group #1 from class and then “break a leg”. Enjoy yourselves!
  - Make certain all GMs stay to clean and lock up if necessary
- Harvesting and taste testing - We encourage the Planter GM to harvest and sample vegetables grown. Jennifer Whyte, our Produce Stand Chair, will contact you if she would like to harvest some produce from your beds for weekly produce stand sales.

## **October Fall Training Prep**

- Contact your GMs to be sure they bring the following documents to the fall workshop
  - LEAD, MAINTAINER, PLANTER and/or EXPLORER instructions
  - Fall Training Workshop Timeline for Garden Masters
  - Sample Class Rotation log (LEAD/Maintainer)
  - Garden Layout
- Make certain your GMs know the training is mandatory. Your class will not be able to participate in garden programs unless a minimum of 4 GMs attend.
- Attend Maintainer and LEAD sessions training

## **October to May**

- After fall training check in with your GMs
  - Confirm they understand their role
  - Confirm they have accurate dates and times of garden visits
  - Assist Planting GM with watering schedule first three weeks of planting program
  - Encourage GMs to sign up for blog posts at [ocorganicgardenblog.com](http://ocorganicgardenblog.com)
    1. The blog has multitude of helpful info for GMs
    2. [tmagarden@ocorganicblog.com](mailto:tmagarden@ocorganicblog.com) is general email address
- After fall training check in with teacher
  - Confirm they know to bring group #2 out after 20 minutes – egg timer
  - Confirm they have accurate dates and times of garden visits
- Share with parents and teachers what’s going on in the garden
  - Work with a couple students to write a blog post
    1. Encourage families to sign up for blog posts that children write
  - Have teacher post garden dates on class web site or weekly newsletter.
    1. Invite family members to observe or help at garden days
  - Ask teacher to have students respond to a writing prompt about the garden

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- Post photos to class website
- Ask teacher to put garden dates on any parent shared calendars
- Promote Tuesday Produce Markets

### General Info for all Garden Masters

- Text John regarding repairs and supplies (714) 856-4007
- Barn, shed and gate codes 5278 – no children inside
  - Close and lock barn & shed
  - South gate to remain locked during school hours
- Supplies and tools
  - Return clean tools to where you found them
  - Have children fold left and right glove together before returning to bin
  - Rinse dirty rags in trough and hang to dry, put away dry rags
- Water
  - Use cistern water first
  - Turn valves inside barn and at hoses off
- Trash
  - Weeds go in the trash
  - Plant cuttings can go in fenced “browns” bin after being cut to 8” or smaller
  - Full trash cans must be dragged to tunnel area to be emptied
- Green Bucks are worth .50 at Tuesday Produce Stand Events-remember that they are the equivalent of cash, so please be careful with them
  - **THE THREE E's** - Green Bucks are earned when students are observed being **ENTHUSIASTIC, ENGAGED**, and/or **EXTRA hard workers** - September Pyramid of Success traits are Hard Work and Enthusiasm
  - Children are responsible for their own Green Bucks. Sorry, but we can't replace lost Green Bucks
  - A maximum of 12 Green Bucks can be distributed during each glass visitation (possibly 6 to group #1 and 6 to group #2)
  - do not feel compelled to use all Green Bucks unless the THREE E's are observed; We want to maintain their "special" quality.
  - Encourage children to write their name, teacher and grade on the back **IN PENCIL** (so we can reuse them). A couple times during the year we'll raffle off something fun.
  - We have extra green bucks that can be purchased for other uses. For instance, Jennifer Whyte noted she would like to buy \$5 worth of green bucks to put in her classes treasure chest which the students get to select from because they've earned scholar
- Sign up for blog posts at [ocorganicgardenblog.com](http://ocorganicgardenblog.com); all info GMs need is there
  - [tmagarden@ocorganicgardenblog.com](mailto:tmagarden@ocorganicgardenblog.com) is general email address
- Volunteer hours, teachers sign for garden visits, Garden Team signs for trainings
- Coinker donations used to purchase new seeds