

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

<b>POSITION TITLE:</b>	Overnight Trip Coordinator
<b>CONTRACT TYPE:</b>	Extra-Curricular – Stipend Position
<b>JOB GOAL:</b>	To promote learning beyond the school and community walls. This position is created to give students a unique learning opportunity that they cannot gain inside our school walls.
<b>QUALIFICATIONS:</b>	Bachelor’s Degree NH Certification in a related field
<b>REPORTS TO:</b>	The Principal
<b>SUPERVISES:</b>	Evening Event Chaperones
<b>EVALUATION:</b>	Annually by the Principal

**PERFORMANCE RESPONSIBILITIES:**

- Develops a budget and an outline of activities for the administration’s approval
- Ensures that the program is self-sustaining outside of financial support authorized by the School Board or administration
- Requisitions all supplies and equipment
- Attends all mandatory training programs (e.g., first aid, CPR, etc.)
- Coordinates activities with the school calendar
- Evaluates and selects a tour company (or arranges for district transportation, lodging, admission tickets, meals, etc.)
- Secures School Board approval for over-night and out-of-state trips
- Upholds School Board policies and follows administrative guidelines/procedures
- Supports community partnerships that enhance district programs
- Promotes effective communications and assistance
- Uses problem-solving techniques to tactfully address questions/concerns
- Refers policy interpretation inquiries to administrative staff
- Prepares information and publicizes the program
- Organizes and conducts a parent/student pre-trip meeting
- Checks to ensure that students have paid appropriate, required fees
- Supervises approved fund raising projects
- Ensures that all financial activities are processed through the proper student activity account
- Ensures that up-to-date medical authorization forms are on file and readily available
- Recruits, instructs, and supervises adult chaperones
- Coordinates arrangements to address medical concerns, dietary restrictions, etc.
- Provides guidance, communicates expectations, and shows an active interest in student progress

- Promotes academic success as an important priority for all students
- Upholds the student conduct code
- Maintains high expectations for behavior and performance
- Respects personal privacy
- Maintains the confidentiality of privileged information
- Maintains accurate records and submits reports on time
- Obtains permission to be away when duties conflict with other assigned duties
- Anticipates and takes all necessary precautions to ensure safety
- Monitors situations that may indicate a problem
- Provides appropriate student supervision
- Works with supervisors to manage or eliminate risk factors
- Prepares an evaluation form for students' comments
- Monitors innovations, evaluates activities, and recommends program improvements
- Deals with discipline issues as needed, and reports any discipline referrals to the school administration in a timely fashion
- Sees to the general responsibilities outlined in Co-Curricular Advisor Job Description

## **PHYSICAL ACTIVITY REQUIREMENTS**

### Primary Physical Requirements:

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Frequently required   |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Occasionally required |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Frequently required   |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Occasionally required |
| 8. Carry over 50 lbs:            | Rarely required       |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Rarely required       |

### Hand Manipulation:

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Occasionally required                      |
| 4. Fingering               | Frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

### Other Physical Consideration:

- |               |                 |
|---------------|-----------------|
| 1. Twisting:  | Rarely required |
| 2. Bending:   | Rarely required |
| 3. Crawling:  | Rarely required |
| 4. Squatting: | Rarely required |
| 5. Kneeling:  | Rarely required |
| 6. Crouching: | Rarely required |
| 7. Climbing:  | Rarely required |
| 8. Balancing: | Rarely required |

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.
3. Sight: Necessary for doing job effectively and correctly.
4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only \_\_\_\_\_
2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
3. 30-90 days \_\_\_\_\_
4. 91-180 days \_\_\_\_\_
5. 181 days to 1 year \_\_\_\_\_
6. 1 to 2 years \_\_\_\_\_
7. 2 to 4 years \_\_\_\_\_
8. 4 to 10 years   X
9. Over 10 years \_\_\_\_\_

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.