

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE:	Overnight Trip Supervisor
CONTRACT TYPE:	Extra-Curricular – Stipend Position
JOB GOAL:	To promote learning beyond the school and community walls. This position is created to supervise students as they have a unique learning opportunity that they cannot gain inside our school walls.
QUALIFICATIONS:	Must be 21 years of age
REPORTS TO:	Overnight Trip Coordinator
SUPERVISES:	Chaperones
EVALUATION:	Annually by the Principal

PERFORMANCE RESPONSIBILITIES:

- Complies with District policies and follows the directions given by the District’s supervising staff member
- Works cooperatively with other staff and volunteers
- Models appropriate behaviors for students
- Complies with District policy, during District sponsored events, volunteer chaperones, of special note are the following:
 - May not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - May not use tobacco in the presence of, or within the sight of, students
 - May not possess any weapons
 - May not administer any medications, prescription or nonprescription, to students unless trained by authorized school district personnel previously approved by the District
- Supervises a small group of students as follows:
 - Assists students in their learning and making sure they behave appropriately
 - Supervises students at all times using the buddy system
 - Accounting for all participants regularly and particularly before changing activities
 - Ensures that everyone knows when and where to meet the rest of the group at the end of the visit
- Is readily available, mindful of safety concerns, and responds quickly to students’ needs
- Reviews and applies all school student behavior rules and standards of behavior, safety rules, and any site specific rules with students
- Defers the responsibility to handle elevated levels of student discipline issues to the school district employees on the trip
- Reports any discipline infraction to an employee as soon as possible

- Never engages physically with a student unless it is to prevent them, or someone else, from immediate harm
- Ensures that students are involved only in approved activities
- Is never alone with a student
- Is knowledgeable of what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rules, etc.)
- Is aware of who is first aid trained, where the first aid kit is, has the supervising staff member's cell phone number, and where to access copies of parental permission slips with emergency phone numbers and medical information

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.