EMPLOYEE NAME: __________________________
Revised: 1/86; 7/92; 9/92; 3/93; 5/93; 11/94; 5/95; 9/96; 10/10; 10/12; 6/18

## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Field Trip Technician</th>
<th>JOB CODE: 474B</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION: Operational Support</td>
<td>SALARY SCHEDULE: Office Clerk/Tech Annual</td>
</tr>
<tr>
<td>DEPARTMENT: Transportation</td>
<td>WORK DAYS: 238</td>
</tr>
<tr>
<td>REPORTS TO: Executive Director of Transportation</td>
<td>PAY GRADE: Rank VII (CT7)</td>
</tr>
<tr>
<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
</tr>
<tr>
<td>PRIMARY FUNCTION: Performs all clerical duties related to field trip planning and coordination for the Transportation Department.</td>
<td></td>
</tr>
</tbody>
</table>

### REQUIREMENTS:

1. **Educational Level:** High School Education or GED required; college and/or Technical Training preferred
2. **Certification/License Required:** None
3. **Experience:** 3 years highly specialized clerical experience; field trip software program knowledge preferred
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication; data entry; organizational
6. **Other:** Work hours may include occasional evenings and weekends

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance; work hours may vary during the school year.
2. Coordinates and maintains daily records and management of field trips.
3. Coordinates radio dispatch and report of drivers for field trips outside normal business hours.
4. Maintains computerized field trip program.
5. Coordinates the assignment and distribution of field trips to bus drivers.
6. Calculates the time and mileage of field trips.
7. Calculates the billing of field trips for all schools.
8. Posts time and pay information for drivers of field trips.
9. Coordinates and maintains Activity Drivers for assignment.
10. Prepares monthly report for Performing Arts Program Supervisor, Title 1 Program Supervisor, and Special Education Director.
12. Compiles and updates Field Trip Procedure Booklets for distribution to schools and to field trip drivers.
13. Compiles and updates a directional booklet to all field trip locations for drivers.
14. Prepares weekly list of all field trips for dispatchers, Transportation and Fleet Supervisors.
15. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________ Date __________________________

Signature of Supervisor __________________________ Date __________________________