



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

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

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.
11.	Prepares monthly billing report for Financial Services.
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 _____