



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; 4/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Field Trip Technician	<b>JOB CODE:</b> 474B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerk/Tech Annual
<b>DEPARTMENT:</b> Transportation	<b>WORK DAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Field Trip Coordinator	<b>PAY GRADE:</b> Rank VII (CT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs all clerical duties related to field trip planning for the Transportation Department.	
<b>REVISION DATE(S):</b> 4/24	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE required; college and/or technical training preferred
2.	Certification/License Required: None
3.	Experience: Three years of 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, weekends, and holidays.

*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.	Maintains daily records and management of field trips.
3.	Maintains radio dispatch and report of drivers for field trips outside normal business hours.
4.	Maintains computerized field trip program.
5.	Schedules for 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.	Maintains activity drivers and part-time drivers for assignment.
10.	Prepares monthly report for Performing Arts Program Supervisor, Title 1 Program Supervisor, Special Education Director, and other departments as requested.
11.	Prepares monthly billing reports 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 daily and weekly lists of all field trips for dispatchers, transportation, and fleet supervisors.
15.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_