

JOB DESCRIPTION

POSITION TITLE: Field Trip Coordinator	JOB CODE: 464E
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support Annual
DEPARTMENT: Transportation	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director Transportation	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages, supervises, and assesses field trip requirements, planning, and coordination for the Transportation Department including dispatchers and mechanics scheduling while ensuring all policies and procedures, local, State, and Federal regulations/guidelines are being met for the safety of students.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree or the equivalency required (2 years of similar level experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement; however, the work experience years used to qualify for the degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: Three years of highly specialized clerical experience; field trip software program and routing knowledge preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, strong public relations and telephone skills, basic knowledge of MS Office, Windows, web browsers, basic understanding of routing and telematics software, supervisory and leadership skills.
6.	Other: Work hours may include on-call 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.	Provides the highest level of customer service while interacting with both internal and external stakeholders.
3.	Coordinates and oversees daily records and management of field trips.
4.	Coordinates and oversees the scheduling of field trips to ensure the assigned equipment meets the trip requirements.
5.	Coordinates and oversees the scheduling of bus drivers for field trips.
6.	Coordinates and schedules dispatchers and mechanics for field trips outside of normal business hours.
7.	Works with the District IT department to ensure the field trip software programs are functional.
8.	Provides instructions and first-level support to school field trip administrators and District personnel.
9.	Ensures activity drivers and part-time drivers meet field trip requirements and are available for assignment.
10.	Ensures required District and departmental monthly reports are generated on time.
11.	Ensures required billing information is correct, on time, and sent for Financial Services.
12.	Ensures work hours for dispatchers and part-time drivers are correct and submitted to payroll.
13.	Teach field trip policies and procedures to new hire training classes.
14.	At the direction of the Senior Executive Director of Transportation, plan, develop, and conduct training sessions for bus drivers; training includes topic-specific and/or county-wide in-service training, manager meetings, and back-to-school training.
15.	Ensure/Review field trip requests follow District policies/guidelines and, when required for a trip, seek approval from the Senior Executive Director of Transportation.

16.	Works with the Senior Executive Director of Events and Venue Management for transportation coordination when needed for Districtwide events and seeks approval from the Senior Executive Director of Transportation.
17.	Performs other duties as assigned.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____