

JOB DESCRIPTION

TITLE: Washington DC Coordinator

REPORTS TO: Building Principal

SUMMARY: To schedule, organize and make reservations for students in the 8th grade to go on a three-day trip to Washington, DC. Reservations must be made a year in advance of the trip.

ESSENTIAL FUNCTIONS:

1. Make all reservations for places the students will visit. Forward checks and letters written to insure reservations
2. Generate student lists for bus and motel assignments, etc.
3. Collect money and keep appropriate records
4. Encumber money to cover all restaurants, hotel/motel, and transportation – for students and vans for supervisory people
5. Created bus assignments for students and adults – assigned seats. Assignments must be cross checked for behavior problems
6. Create itineraries to cover three days
7. Generate and run copies of all student information for adult chaperones
8. Make identification badges for each student and adult
9. Pick up supervisory personnel van
10. Generate signs for buses and vans
11. Create labels for luggage and have ready for distribution
12. Secure two (2) nurses to attend the trip

OTHER DUTIES AND RESPONSIBILITIES:

1. Maintain respect at all times of confidential information
2. Make contact with the public with tact and diplomacy. Interact in a positive manner with staff, students and parents. Respond to routine questions and requests in a timely, appropriate manner
3. Supervise teacher assignments with students and adult room assignments
4. Responsible for bus and group supervision
5. Supervise and instruct bus drivers
6. Conduct evening DC orientation parent meeting

QUALIFICATIONS:

1. Must meet all qualifications of a certificate/licensed teacher

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Computer skills
2. Contact with Congressional offices
3. Ability to deal with teachers, administrators (building and central office), and contacts for reservations personnel
4. Basic first aid

EQUIPMENT OPERATED:

1. Standard office machines

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to stand, talk, hear and sometimes walk and sit. Occasional exposure to outdoor weather conditions and occasional requirement to travel.

2. While performing the duties of this position, the employee may occasionally pull, push, carry, or lift up to 30 lbs.
3. The employee is responsible for the safety or well-being of other people.
4. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
6. Move from building to building and be able to carry materials.
7. Use of personal vehicle is required in order to perform the minimum service.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position and additional duties may be assigned.

Human Resources

bml

Adoption date: June, 2007