



## **JOB DESCRIPTION**

### **6<sup>th</sup> GRADE CAMP COORDINATOR**

**TITLE:** 6<sup>th</sup> Grade Camp Coordinator

**SALARY SCHEDULE:** Supplemental Salary Schedule

**RESPONSIBLE TO:** Building Principal

**MAJOR FUNCTION:** Schedule, organize and make reservations for students in the 6<sup>th</sup> grade to go on a over-night trip. Reservations must be made a year in advance of the trip.

#### **QUALIFICATIONS:**

1. Must meet all qualifications of a certificated/licensed teacher.
2. Ability to collaborate with teachers, administrators, and contacts for reservations personnel.
3. Basic first aid

#### **ADDITIONAL DESIRABLE QUALIFICATIONS:**

1. Maintain respect at all times of confidential information.
2. Contact 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 6<sup>th</sup> Grade Camp parent meetings and/or assemblies.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Make all reservations for destinations that students will visit.
2. Negotiate contract terms if necessary.
3. Generate student lists for bus and motel assignments, etc.
4. Develop a budget and cost for trip.
5. Collect money and keep detailed records.
6. Facilitate any fund-raising activities to raise money for trip.
7. Encumber money to cover all restaurants, hotel/motel, and transportation – for students and vans for supervisory people.
8. Facilitate need for accessible vehicles for special needs students if necessary.

9. Create bus assignments for student and adults -assigned seats. Assignments must be cross checked for behavior issues.
10. Create itineraries to cover trip activities.
11. Generate and run copies of all student information for adult chaperones.
12. Create labels for luggage and distribute to students and adults.
13. Secure nurse(s) to attend trip.
14. Any and all other duties as assigned.

#### **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, 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. Mover from building to building and be able to carry materials.
7. Use 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.

*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.*