

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

JOB DESCRIPTION

TITLE: Field Trip Coordinator

QUALIFICATIONS:

1. Demonstrated ability to organize student activities
2. Should be assigned full-time in the building
3. Demonstrated interpersonal skills

REPORTS TO: Building Principal

JOB GOAL: The Field Trip Coordinator acts as liaison among teachers, Bus Company and office staff for all one-day field trips.

RESPONSIBILITIES OF THE FIELD TRIP COORDINATOR INCLUDE BUT ARE NOT LIMITED TO:

1. Receives field trip request forms and permission slips after they are approved by principal.
2. Organizes an office notebook with copies of all field trip request forms, permission slips and bus request forms.
3. Acts as a liaison with teachers and Bus Company by requesting all buses required and ensuring that they are booked properly.
4. Monitors monetary collections from teachers and assists the office assistant in preparing deposits.
5. Requests checks necessary for field trips from EES office assistant in a timely fashion if the money is deposited in the Student Activities Account. If the field trip is funded by a grant, the check must be requested from the District financial assistant with two weeks' notice.
6. Ensures that all field trips are listed on the master calendar and website calendar.
7. Facilitates established field trip procedures with new teachers and others, such as PTO members who might be sponsoring field trips.
8. Performs any other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Annual appointment in accordance with the contract.