

## SCHOOL BOARD OF GADSDEN COUNTY

## JOB DESCRIPTION

**FIELD TRIPS/ACTIVITY BUS COORDINATOR****QUALIFICATIONS:**

- (1) High School Diploma or equivalent
- (2) Two years bookkeeping experience preferred
- (3) Ability to operate a computer and utilize software as appropriate
- (4) A valid Florida CDL driver's license with Passenger Endorsement preferred
- (5) Ability to communicate, read, write and speak in the English language

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated knowledge of district geography and surrounding area; knowledge of basic computer operations, prior experience with coordinating field trips preferred. Ability to effectively communicate in English orally and in writing.

**REPORTS TO:** Director of Transportation

**JOB GOAL**

To provide the safest, highest level of service to schools and students desiring to take field and activity trips.

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \*(1) Maintain field trip rosters of operator seniority for bidding and assigning field trips.
- \*(2) Operate field trip software.
- \*(3) Coordinate field trip requests from schools and outside agencies.
- \*(4) Provide appropriate travel instructions to field trip drivers.
- \*(5) Provide clerical assistance as needed to the Director of Transportation.
- \*(6) Assist with compiling payroll data for input into Terms.
- \*(7) Process bills to schools and outside agencies as needed.
- \*(8) Compile necessary information and complete financial reports as directed.
- \*(9) Demonstrate initiative in the performance of assigned responsibilities.

**Employee Qualities/Responsibilities**

- \*(10) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(11) Be in regular attendance, punctuality and other qualities of an appropriate work ethic.
- \*(12) Ensure adherence to good safety standards.
- \*(13) Maintain confidentiality regarding school/workplace matters.
- \*(14) Model and maintain high ethical standards.

- \*(15) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \*(17) Exercise service orientation when working with others.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Use effective, positive interpersonal communication skills.
- \*(20) Respond to inquiries and concerns in a timely manner.

**System Support**

- \*(21) Exhibit interpersonal skills to work as an effective team member.
- \*(22) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(23) Demonstrate support for the school district and its goals and priorities.
- \*(24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(26) Participate in cross-training activities as required.
- \*(27) Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities