

SILVER FALLS SCHOOL DISTRICT
Job Description (Administrative Addendum)

Job Title: **FIELD TRIP/ASSEMBLY ADMINISTRATOR**

Reports To: Superintendent or Designee

Evaluated By: Superintendent or Designee

JOB GOAL: To assist school administrators in the coordination of the school's field trips and school assemblies throughout the district.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Appropriate Administrative License
2. Ability to meet the Essential Requirements as stated in the primary administrative assignment
3. Ability to assist school administrators in the coordination of the school's field trips and school assemblies throughout the district
4. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Work with the school(s) principal and Transportation Contractor to coordinate school field trips throughout the district
2. Work with school principal(s) to publicize and coordinate school assemblies throughout the district
3. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the School Board or Administration.
4. Maintains satisfactory attendance, as defined in District policy and regulations (GCBD/GDBD).

CERTIFICATES, LICENSES, REGISTRATIONS

1. Appropriate Administrative License
2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shots Series Training if required

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 job.
(See addendum)

[Addendum--Field Trip/Assembly Admin. -- cont.]

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this job description.

signature

date

printed name

(January, 2006)