

TITLE: ENVIRONMENTAL EDUCATION TRIP COORDINATOR

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate (or eligibility) or County Substitute Certificate
2. Effective communication, interpersonal and organizational skills

REPORTS TO: Principal

JOB GOAL:

Responsible for planning, structuring, and executing all aspects of the Environmental Education Trip/Series at Mountain View School. This trip includes multi-disciplinary instruction designed to advance and enhance the educational experience of students at an outdoor camp setting (currently Fairview Lake). The coordinator is also responsible for managing all preparation and logistical aspects pertaining to this trip/series of trips. This includes but is not limited to staff assignments, parent and student orientation activities, scheduling of trip day(s) and supervision.

PERFORMANCE RESPONSIBILITIES:

1. Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Makes all initial arrangements with venue (currently Fairview Lake) and completes all required paperwork and bookings.
3. Distributes permission slips and paperwork to students as well as collects completed forms and payments.
4. Arranges for transportation to and from venue.
5. Sets up all student groupings with chaperones (such as learning and travel groups) after reviewing student requests and holding appropriate conversations with faculty and administration.
6. Conducts orientation meeting(s) with students prior to trip date(s).
7. Conducts orientation/informational meeting(s) for parents prior to trip date(s).
8. Solicits chaperones, determines chaperone list, and conducts an orientation meeting for all chaperones.
9. Participates in trip(s) as chaperone, faculty member and organizer.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of extracurricular staff.

Tier 1: approximately 30 hours over the course of the school year

MENDHAM BOROUGH SCHOOL DISTRICT

ENVIRONMENTAL EDUCATION TRIP COORDINATOR (continued)

F-5

Tier 2: approximately 45 hours over the course of the school year

Tier 3: approximately 60 hours over the course of the school year

Approved by: Mendham Borough Board of Education

Date: January 23, 2007

Revised: November 19, 2013

Revised: February 24, 2015