

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

TITLE: Overnight Planner/Chaperone

QUALIFICATIONS Demonstrated ability to organize student activities

REPORTS TO: Building Principal

JOB GOAL: An overnight Planner/Chaperone organizes all aspects of an overnight field trip—planning coordinating and supervising

RESPONSIBILITIES OF OVERNIGHT CHAPERONE INCLUDE BUT ARE NOT LIMITED TO:

1. Collaborates with the principal, parents and students to plan an itinerary for the overnight trip.
2. Collaborates with principal, parents and students to facilitate assorted aspects of trip.
3. Prepares all field trip paperwork as required by places to be visited.
4. Prepares all field trip paperwork as described in the staff handbook.
5. Supervises all elements of the field trip
6. Performs other appropriate duties as assigned.

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