

JOB DESCRIPTION

JD CC 206

Updated: September 2009

**Position Title:** **Chaperones-Away Events**

**Qualifications:**

- Ability to relate to students
- Ability to work with others
- Ability to follow school policies, procedures and rules.
- Ability to accept constructive criticism.

**Position Function:**

To supervise, direct and assist students at various school sponsored events or activities to ensure that a safe, inviting and educational environment is maintained.

**Specific Responsibilities:**

- Directly responsible for the safety and well being of all students while they are in transit to an event, while at an event and afterward during transit or if they are staying over night.
- Demonstrate a high degree of visibility while students are present.
- Know the whereabouts of the students at all times.
- Approve all leaving and coming of students.
- Work with the building principal to ensure the proper transportation of students.
- Make sure parent permission slips are turned in to the building principal as may be required.
- Report any injuries to school officials and file an injury report to the building principal.
- Report any student behavior problems to the building principal.
- Secure a list of the students eligible and ineligible to attend an event from the building principal and adhere to the eligibility of the list provided.
- Confer with the building principal prior to the event of any special or unique situation that may have been established.
- Arrange with the students a way for the students to contact parents when they arrive home from field trips, etc. as may be needed.
- Confer with the building principal after the event is completed about any matters related to the activity or event.
- Secure the school after arriving back to school and make sure all students have left the premises before leaving the building.
- Ensure that all students being transported to an event are transported home from an event unless written permission to excuse the student from riding home on the school bus is made by the building principal/chaperone.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluation. Evaluation will be by the principal.