

**POSTING DATE:** 12/08/2017  
**CLOSE DATE:**  
**VACANCY NUMBER:** 025166  
**LOCATION:** Transportation - North - 910  
**POSITION:** Field Trip Specialist

**JOB QUALIFICATIONS:**

**Education/Certification:**

- High School Diploma or GED
- Acceptable Motor Vehicle Record
- Valid Class B Texas Commercial driver's license with P&S Endorsements (must obtain within 90 days of employment)
- Must be able to pass an annual DOT physical (same as bus driver)
- Must meet same qualifications as a school bus driver to include successful completion of Texas Department of Public Safety Certification Course (20 hours) and successful completion of behind the wheel training
- Must be able to drive/monitor on a school bus route as needed

**Special Knowledge/Skills:**

- Ability to communicate effectively with co-workers, campuses, parents, Transportation Staff and Administration Staff
- Effective organizational, communication, phone etiquette, and interpersonal skills
- Proficient typing, word processing, and file maintenance skills
- Able to efficiently and effectively maintain, organize, prioritize, and evaluate Field Trip Request, questions, and concerns.
- Ability to learn all CISD programs (Easy Trip/Bus, Efinance, Routing Software, GPS, View It, Zonar, etc)
- Must have a positive attitude with the ability to work as a team player

**JOB DESCRIPTION:**

Efficiently and effectively, coordinate with over 60 campuses, approximately 400 transportation employees, auxiliary drivers from campuses, and various vendors in the assignment of extracurricular trips and charter buses district wide. To efficiently and accurately organize and maintain records for billing field trips and providing statistical data for state reports.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for accounts receivables for all extracurricular trips
2. Responsible for ordering buses through contract services when needed
3. Responsible for mileage and cost reports for all extracurricular trips
4. Responsible for contacting transportation employees, campuses, and other departments regarding extracurricular trips
5. Responsible for assigning and scheduling extracurricular trips
6. Ability to meet deadlines
7. Able to work in a stressful environment
8. Must be available to work on-call when needed
9. Must pass randomly administered drug and alcohol tests (a refusal for drug and alcohol test will be considered an automatic positive).
10. Drive/monitor on a school bus route as needed
11. Regular attendance
12. Maintain confidentiality

13. Other duties as assigned

**REQUIRED EXPERIENCE:**

- Minimum of three (3) years computer experience
- Experience with public relations protocol
- Working knowledge of Microsoft Windows, Office Professional programs, and email

**OTHER INFORMATION:**

Maintain emotional control under stress. Occasional district travel; occasional prolonged and irregular hours. Ability to read, communicate verbally, understands verbal and written directions, and work with minimal supervision. Frequent standing, stooping, bending, kneeling, pushing, pulling, and lifting.

**APPLY TO:**

To apply for this position, click "login" above. Additionally, once you have logged into your WinOcular application, upload your current resume and letter of interest and ensure your application is updated. Current employees must apply using the internal system. **Directors have requested no telephone calls, please.**

**SALARY:**

**PAY GRADE:** AS - 4 - Minimum hourly rate - \$14.35

**DAYS:**

226

**GROUP / GRADE:**