**STIPEND POSITION JOB DESCRIPTION**

**EIGHTH GRADE TRIP LEADER**

TITLE: EIGHTH GRADE TRIP LEADER

QUALIFICATIONS: 1. Valid New Jersey Teaching Certificate or eligibility.

2. Demonstrated knowledge of the activity and related experience.

3. Strong interpersonal and communication skills.

REPORTS TO: Building Principal

STIPENDS: As listed in the current Collective Bargaining Agreement

PERFORMANCE RESPONSIBILITIES:

The Building Principal shall attend the eighth grade class trip. In the absence of the Building Principal, the Trip Leader will:

1. Oversee the entire trip.

2. Ensure the safety of students and maintain responsibility for the security of equipment and facilities.

3. Work in conjunction with the eighth grade advisor to assist where necessary.

4. To assure that Board policies for trips are adhered too.

5. Evaluate the program annually and make recommendations for improvements as necessary.

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

Board Approved:

11/16/09