



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/1/2024

Field Trips Specialist

Pay Scale: B

Level: 10

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Transportation

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Field Trips Specialist will provide a tiered layer of support for the Field Trips Area Supervisor by assisting with the provision of services and oversight of staff in the Field Trips Office. The Field Trips Specialist assists the Area Supervisor in the management of one or more operational programs within Transportation.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Works as the liaison with school administration to provide transportation support for all activities such as athletics, academics, or extracurricular activities
- Oversees and assists with all incoming field trip requests, verifies information, and ensures compliance with current policies
- Applies knowledge of the Federal Motor Carrier Safety Administration (FMCSA) standards to monitor and ensure compliance in scheduling for bus drivers
- Coordinates with external parties, to include the Loudoun County Parks and Recreation Department, and functions as the primary point of contact to support seasonal programs
- Communicates driver schedules and assignments with drivers electronically, and bus information to schools and athletic departments who have requested service
- Assists Field Trips Area Supervisor with billing, resource availability, approving or denying incoming requests, disbursement and oversight of scheduled trips created by Trip Assistants, creation, and finalization of end of year reports, employee annual evaluations, and other essential administrative tasks
- Provides backup coverage for Field Trips Area Supervisor during periods of leave, including attending leadership meetings
- Assists with the development of reporting metrics and updated to scheduling system and provides immediate support as a substitute field trips bus driver and/or Trips Assistant as needed
- Provides support, as needed, to bus drivers with regards to trip documentation
- Monitors and ensures bus drivers are compliant with required trainings that are assigned to the Field Trip Office

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Minimum three (3) years' experience in pupil transportation, personnel management, or school fleet maintenance and management

Licenses and Certifications

Virginia Commercial Driver's License with school bus and passenger endorsements.

In the state of Virginia (VA Code Section 46.2-341.4), and specifically when referencing the commercial driver's license (CDL), an "employee" is defined as:

- a payroll employee
- a person employed under a lease or contract or,
- a person who has applied for employment and whose employment is contingent upon obtaining a CDL

Possess a completed School Bus Driver's Application for Physical Certificate, as required under the provision of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education

Knowledge, Skills, and Abilities

- Superior communication skills
- Ability to multi-task
- Ability to demonstrate flexibility while working independently in a fast-paced collaborative work environment
- Knowledge of school bus operations, traffic and highway safety rules and regulations, pupil transportation, personnel management and/or school fleet maintenance and management
- Ability to communicate effectively with students, staff and parents; demonstrate excellent written and verbal communication skills; carry out written and oral instructions; and operate a two-way radio
- Possess strong time management and organizational skills
- Exhibit the ability to establish and maintain effective working relationships

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.