

Winooski School District
Co-Curricular Job Description

Position: *2nd Language Trip Advisor (High School)*

The language teacher will arrange for an educational trip for students to take place, typically but not necessarily, during February or April vacation. The teacher will facilitate communication with the students and parents/guardians, providing information about the trip in the fall, winter and spring of the school year of the trip. If the trip, or any part of it, takes place during school, the teacher will leave suitable plans for a substitute teacher.

The teacher will travel with the students and chaperone the trip, being available to assist them as necessary. Students are responsible for their behavior, as they are when they are on campus, and in accordance to the behavior agreement that students, guardians, teacher and school principal sign. The teacher has the right to enforce the behavior agreement.

The teacher shall have the right, at their discretion, to allow first-year language students to enroll for the trip, and to allow any other categories of students in the high school to enroll as well (i.e. biology students, if the trip will include relevant learning activities, such as visits to rainforests and nature preserves; or world history students, if the trip will include relevant learning opportunities related to history).

Should the trip be cancelled for reasons beyond the control of the teacher, including but not limited to enrollment difficulties, natural disasters, political instabilities, government travel warnings, or the consensus of the parents, administration or School Board of Trustees, the teacher will receive pro-rated pay as compensation for work already done. The pay shall be 50% for the preparation leading up to the trip, and 50% for the trip itself.

Compensation: Category ___/Step ___ \$ per year

Teacher Signature

Date

Administrator/ Designee

Date