

Job Description for SDHS Band Chaperone

Job Summary

Chaperones' primary duty is to ensure the health and safety all students in their care, while they are at band events or traveling to and from band functions. Chaperones are responsible for students and are expected to stay with their assigned group and monitor behavior for the entire trip from departure time until they return to the school or destination.

Essential Functions

Chaperones must

- Successfully complete a background check, in accordance with the HCDE.
- Know, adhere to, and enforce rules outlined by the school and in the *SDHS Band Handbook* at all times.
- Avoid smoking, vaping, and consumption of alcohol or use of illegal substances at all times while on the trip or at the event.
- Stay with the students at all times unless another chaperone has been identified to cover for that chaperone. Chaperones should let others know where they are at all times when they are not in their assigned places.
- Make quick decisions and command a large group of students to respond to instructions.
- Track students to make sure they are in the right place at all times.
 - Take attendance before buses depart.
 - Before the buses depart for the trip, chaperones will collect relevant notes that state that parents plan to release their child into their own care prior to the return trip, rather than riding the bus back to the school.
 - Before releasing students to their parents, chaperones will obtain signatures from parents and submit signed documents to the head chaperone, who will give it to the band director.
- Set a good example with regard to conduct, language, appropriate dress, etc.
- Bring all disciplinary concerns to the band directors.
- Keep all sensitive and personal information that may be learned about students' abilities, relationships, or backgrounds confidential.
- Be aware that some students have photo and media restrictions; this means that their parents/guardians have formally requested that they not be photographed at school or school activities. Chaperones will be alerted if a student disallows photos and must act accordingly.
- Avoid administering medications to students. Instead, chaperones will direct students to speak with the chaperone who is the trip's assigned medical professional, who has student health forms and permissions related to medication.

Job Specifications

- The chaperone needs to maneuver in and out of buses with 3-4 steps, ascend and descend stadium stands that may not have handrails, and traverse across long distances (e.g., across the football field), in order to respond to students' needs and to crisis situations.
- Chaperones move with the band from buses to the event destination (e.g., football field), often pulling or pushing heavy items, such as 20-30 pound ice chests on wheels.