

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	PASAR Assistant Site Manager	Wage/Hour Status:	Non-Exempt
Reports To:	Zone Leader	Pay Range:	
Dept./School:	Campus Support Services	Date Revised:	02/11/2022

Primary Purpose:

Responsible for staff and children at the various PASAR sites – Elementary schools, Head Start, Pre-K and Early Childhood Schools.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Must be at least 18 years of age

Special Knowledge/Skills:

Understand developmentally appropriate practices for the age of children in care

Ability to complete CPR and First Aid training prior to training expiration

Strong organizational, communication and interpersonal skills; and the ability to communicate effectively and clearly with children, staff, administrators and parents, both verbally and in writing

Demonstrate sound judgment when planning for children's safety and health

Ability to model appropriate behavior and language with children

Ability to respond to and interact with children in their play environments

Ability to help children with toileting at Early Childhood School sites: Beaty, Pearson and Isaacs, as needed

Exhibit flexibility

Understand and show respect for confidentiality of children, parents and staff

Experience:

One year of related experience (preferred)

Major Responsibilities and Duties:

Aide in the overall running of the program (academic and activities)

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Maintain appropriate student ratios

Follow attendance procedures to check students in and out; ensure all students are present and accounted for during PASAR

Coordinate student arrival and departure procedures

Supervise the children at all times; observe and monitor indoors and outdoors, ensuring each child's health and safety

Implement and follow PASAR monthly schedule and activity plans

Assist in overseeing the day-to-day activities of the children in the after school program

Assist in providing a developmentally appropriate environment for the children at all times

Assist with ensuring that each child receives individual attention

Provide positive guidance to help children develop the ability to be self-disciplined

Develop a friendly relationship and open communication with each child, parent and staff

Provide encouragement to children and staff

Maintain cooperative and productive relationships with staff

Demonstrate ability to work on a team in a collaborative environment with all PASAR staff

Coach all PASAR staff on duties and responsibilities related to their roles at PASAR sites

Follow daily preventative safety measures

Perform emergency procedures

Maintain current CPR and First Aid certificates

Adhere to the student illness, injury, allergy, medication policy

Report all cases of abuse or suspected abuse as required by law

Observe for and report to supervisors any hazardous conditions of the building, grounds or equipment

Assist in performing housekeeping tasks to maintain the order of the school site

Assess and identify the material and program needs of the site

Communicate programming issues or concerns to the Zone Leader

Communicate with Child Care Financial Support Services as needed

Attend staff meetings as scheduled

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Follow attendance policy as assigned by supervisor

Clock in and out in a timely manner

Coordinate staff time sheets

Oversee all attendance policies are followed

Model and maintain a positive attitude

Demonstrate behavior that is professional, ethical, and responsible and serves as a role model for all district staff and students

Follow PISD guidelines for dress, grooming, personal conduct and student discipline

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisors

Complete all assigned training

Perform other functions as assigned by Administration and/or supervisor

Supervisory Responsibilities:

Activity Specialist(s)

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; multi-task

Physical Demands/Environmental Factors:

Occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, bending, kneeling, pushing and pulling; lifting up to 50 pounds; transition from standing to sitting on the floor frequently daily

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 02/11/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Job Title: PASAR Assistant Site Manager

Employee Signature: _____ **Date:** _____