

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Adult Temp (RV Driver/Bilingual Teacher Asst.)	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Family Services Specialist	<b>Pay Range:</b>	Adult Temp
<b>Dept./School:</b>	Family Education & Guidance Services	<b>Date Revised:</b>	04/09/19

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**Primary Purpose:**

Drive mobile computer lab RV to various locations; Teach and/or assist computer education, internet and educational website instruction

**Qualifications:**

**Minimum Education/Certification:**

High School diploma or equivalent

Twenty one years of age or older

Clear and Valid Texas CDL driver's license, Class C, with the ability to successfully complete bus driver training, safety and control panel training

**Special Knowledge/Skills:**

Ability to communicate (verbally and written) and teach clearly, in English and Spanish, with all people in a courteous and positive manner

Experience in adult education and instruction (preferred)

Proficient in Microsoft office 2016, internet search and email skills

Ability to work flexible hours and as part of a team

Ability to work well with parents and students of all ages

**Experience:**

Experience in adult education and instruction (preferred)

**Major Responsibilities and Duties:**

Safely, efficiently and professionally drive the mobile computer lab to the assigned routes.

Fuel the RV weekly or as needed to maintain a minimum of half-full tank when parked.

Keep interior of RV clean and orderly

Perform pre- and post- trip mechanical safety inspection, before and after each route, and immediately report any defects or concerns to supervisor.

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Complete all required paperwork, pre-and post- trip reports, timesheets, etc.

Report conditions on the RV that could be a safety hazard.

Report all mechanical difficulties in writing on the appropriate form.

**Teacher Assistant:**

Assist parents with online class registration and sign in forms.

Teach or assist teaching computer, Internet classes, Parent Portal ReadyRose and other educational websites and other topics, in English and Spanish.

Assist parents in the use of software to learn English or Spanish.

Provide verbal translations of classes (English/Spanish and Spanish/English) when needed.

Provide small group or one to- one instruction to parents.

Keep individual/group class appropriate teaching level and paces.

Assist with identification of parent learning needs and provide them with community resources information, when needed.

Supervise students while on the Mobile lab or its programs.

Clean up and organization of computer stations and children play areas, after class.

Collaboration with campus staff when on the mobile lab or its programs.

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

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Computer; printer; audiovisual equipment; RV control panel

**Working Conditions:**

**Physical Demands/Environment:**

Physical dexterity and strength to safely operate RV including steering, operating pedals, prolonged sitting, shifting gears, and opening doors; must be able to lift and carry up to 50 pounds; must be able to lift hood of RV, properly pre-trip RV, climb up on fender or bumper, be able to bend and look under RV for problems, fuel and scrape ice/snow off windows and mirrors; vision corrected and maintained at 20/40 (depth perception); applicant's hearing is a minimum of 10/15 by whispered voice; hearing aid is permissible; Does not use a controlled substance, an amphetamine, narcotic, or any other habit-forming drug, except if prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties and who has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a motor vehicle. Must be able to work in inclement weather, outside and inside in heat or cold; excessive noise, intermittent; fumes, smoke or gases; grease and oils; work around machinery with moving parts; work around moving objects or vehicles

**Job Title:** Adult Temp (RV Driver/Teacher Assistant)

**Mental Demands:**

Must be able to maintain emotion control under stress; must be able to establish a good sense of direction; flexible hours

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**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:** 04-09-19

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.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_