

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Adult Temp (RV Driver/Bilingual Teacher Asst.)	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Director Welcome & Enrollment Center	<b>Pay Range:</b>	Adult Temp
<b>Dept./School:</b>	Welcome & Enrollment Center, Student Family & Community Services	<b>Date Revised:</b>	10/18/2021

---

---

**Primary Purpose:**

Responsible for driving the Mobile Services RV Unit to different locations, according to a schedule. Teach or assist during family education classes and also assist during community outreach and health & wellness outreach events.

**Qualifications:**

**Minimum Education/Certification:**

High School Diploma or equivalent

Clear and valid Texas driver's license, Class C

CDL license preferred

Must be able to successfully complete Mobile Unit driving training, fuel training, safety training and control panel training. (All these trainings will be provided)

Twenty-one years of age or older

Bilingual (English/Spanish) preferred

**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

Proficient in Microsoft Word and Excel

Proficient in computer skills such as internet searches and email

Strong organizational, communication, public relations, and interpersonal skills

Able to work well with parents and students of all ages

Ability to work flexible hours and as part of a team

**Experience:**

Experience driving Class A gas motorhomes (36 feet long, 13.6 feet tall)

Experience in adult education and instruction (preferred)

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

**Major Responsibilities and Duties:**

**Driving Responsibilities:**

Safely, efficiently and professionally drive the mobile RV unit to the assigned routes

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

Keep interior of RV clean and orderly

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

Complete and submit all required paperwork including but not limited to pre-and post- trip inspections, accident reports timesheets, etc.

Report conditions on the RV that could be a safety hazard

Report all mechanical difficulties in writing on the appropriate form

Report all accidents, vehicle damage by completing forms provided

**Teacher Assistant Responsibilities:**

Assist parents with online class registration and sign in forms

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

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

Assist parents with Parent Portal, ReadyRosie and other educational websites, as needed (training will be provided.)

Provide verbal translations of classes when needed

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

Keep individual/group class at appropriate teaching level and paces

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

Supervise students of all ages while on the mobile unit or its programs

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

Collaboration with campus staff when on the mobile unit 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

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

**Equipment Used:**

Computer, printer, audiovisual equipment, headphones, RV control panel, fuel dispenser pumps, fire extinguishers

**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

**Mental Demands:**

Must be able to maintain emotional control under stress; must be able to establish a good sense of direction; work with frequent interruptions; work with variable hours

---

---

**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:** 10/18/2021

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:** \_\_\_\_\_