

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Adult Temp (Mc-Kinney Vento Assistant)	Wage/Hour Status:	Non-Exempt
Reports To:	Director Welcome & Enrollment Center	Pay Range:	Adult Temp
Dept./School:	Welcome & Enrollment Center, Student Family & Community Services	Date Revised:	3/17/2022

Primary Purpose:

Responsible for assisting Mc-Kinney Vento Liaisons with carrying out several projects aimed to assist our students and families living in transition. This position is also responsible for organization and upkeep of our food pantry/clothing closet and assist during community outreach events.

Qualifications:

Minimum Education/Certification:

Bachelor's degree in Social Work preferred

Written and oral proficiency in Spanish preferred

Special Knowledge/Skills:

Ability to communicate (verbally and written), 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 staff, parents and students of all ages

Ability to work flexible hours and as part of a team

Experience:

Experience as a social work intern preferred

Major Responsibilities and Duties:

Work closely with McKinney-Vento Liaisons to become familiar with the McKinney-Vento Act and best practices

Communicate (phone calls/in person) with students and families to identify needs

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Assist with providing resources to families

Communicate with school campuses and personnel regarding McKinney-Vento students and their needs

Help manage and maintain inventory in Food Pantry/Clothing Closet

Prepare food and/or clothing items for distribution

Develop relationships with community resources/partners

Drive district van to transport food/clothes orders to campuses when needed

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

Driving Responsibilities:

Safely, efficiently and professionally drive district van when needed

Fuel the van when necessary

Keep interior of van clean and orderly

Immediately report any defects or concerns about van 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 van could be a safety hazard

Report all mechanical difficulties in writing on the appropriate form

Report all accidents, vehicle damage by completing forms provided

Equipment Used:

Computer, printer, phones

Working Conditions:

Physical Demands/Environment:

Physical dexterity and strength to safely operate district van; must be able to lift and carry up to 50 pounds; vision corrected and maintained at 20/40 (depth perception); 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

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ability to safely operate a motor vehicle. Must be able to work in inclement weather, outside and inside in heat or cold.

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:** 3/17/2022

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.

Employee Signature: _____ **Date:** _____