PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: Pasar Activity Specialist  Wage/Hour Status: Nonexempt
Reports To: Pasar Site Manager  Date Revised: 11/15/16
Dept./School: Student Services

Primary Purpose:
Responsible for the preparation, supervision, and management of extracurricular activities for students in the Pasar after school program.

Qualifications:

Education/Certification:
High School Diploma or equivalent (preferred)

Special Knowledge/Skills:
Ability to develop positive rapport with co-workers
Ability to safely and successfully supervise elementary age children
Ability to organize and implement basic art, music, drama, and recreational activities
Knowledge of general sports activity equipment

Experience:
Experience working with children (preferred)

Major Responsibilities and Duties:
Supervise students at play in a safe manner
Coordinate and/or manage art, music, and activities for students
Assist the PASAR Site Manager and Assistant Site Manager with planning and activities
Assist Site Manager with arrival and departure procedures
Model and use teachable moments to reinforce appropriate social skills
Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
Follow attendance policy as assigned by supervisor
Perform other functions that may be assigned by the Administration and/or supervisor
**Job Title:** Pasar Activity Specialist

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands:**
Ability to communicate effectively (verbal); maintain emotional control under stress

**Physical Demands/Environmental Factors:**
Frequently required to stoop, bend, kneel, walk and reach; some exposure to extreme hot or cold temperatures; at times lifting of up to 50 pounds is required

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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:** 11-15-16

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:**