

**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

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:** _____