

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	PASAR Assistant Site Manager	Wage/Hour Status:	Non-Exempt
Reports To:	Zone Leader	Pay Range:	\$16.00/hr.
Dept./School:	Campus Support Services	Date Revised:	09/09/2020

Primary Purpose:

Responsible for children at the various PASAR sites – Elementary schools, Head Start, Pre-K and Early Childhood Schools.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Must be at least 18 years of age

Special Knowledge/Skills:

Understand developmentally appropriate practices for the age of children in care

Ability to complete CPR and First Aid training before training expires

Ability to pass a criminal history check

Shows insight into child and adult behavior

Strong organizational, communication and interpersonal skills; and the ability to communicate effectively and clearly with staff and administrators, both verbally and in writing

Demonstrated sound judgment when planning for children's safety and health

Ability to present a good model to children of language use, both verbal and written

Ability to respond to and interact with children in their play environments and at their eye level

Ability to help children with toileting or diapering needs

Ability to utilize time well and stay organized

Acceptance and respectful of differences in children and parents

Exhibit flexibility and a sense of humor

Understand and show respect for confidentiality of children, parents and staff

Willing to learn about child care

Knowledge and implementation of Texas child care guidelines

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Knowledge of state licensing for child care facilities

Must be able to perform emergency evacuation procedures with ease

Kind and even tempered

Major Responsibilities and Duties:

Follow and plan curriculum with consideration for state licensing guidelines

Practice safe child care practices and state licensing requirements

Assist in overseeing the day-to day activities of the children in the after school program

Implement and follow daily lesson plans

Assist in providing a developmentally appropriate environment for the children at all times

Supervise the children at all times; observe and monitor indoors and outdoors, ensuring each child's health and safety

Assist with ensuring that each child receives individual attention

Provide positive guidance to help children develop the ability to be self-disciplined

Assist in performing housekeeping tasks to maintain the order of the school site such as picking up toys, restocking supplies and sweeping floors after snacks

Develop a friendly relationship and open communication with each child and the staff

Maintain cooperative and productive relationships with other staff

Provide encouragement to children and staff

Attend regular staff meetings with caregivers to discuss and plan for the children

Observe for and report to supervisors any hazardous conditions of the building, grounds or equipment

Maintain the care-giving standards established by the Texas Department of Health and Human Services (DHHS)

Maintain current CPR and First Aid certificates

Assist in maintaining appropriate notes as needed

Regularly work and communicate with the site manager, and other supervisors when/as appropriate

Work as a member of a team to ensure continuity of curriculum and high standard

Assist in other projects as assigned by the Site Managers, Zone Leader or Director

Maintain a minimum of 15 clock hours of professional development training annually as required by DHHS

Take the initiative to develop professional skills appropriate to job assignments

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Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff and students

Be available to work school days: 2:30 p.m. – 6:30 p.m. Monday through Friday

Model and maintain a positive attitude in leadership, attendance and management

Aide in the overall running of the program (academic and activities)

Attend all training sessions

Demonstrate to PASAR parents that staff creates a well-supervised environment

Communicate programming issues/concerns to the Zone Leader/Director

Accept and follow any duties as assigned by Plano ISD or Program PASAR Staff Zone Leader/Director that is necessary in the operations of PASAR

Follow PISD guidelines for dress, grooming, personal conduct and student discipline

Model and maintain a positive attitude in leadership, attendance and management

Report all cases of abuse by students or staff members to the Site Manager, Zone Leader and the Director

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

Supervisory Responsibilities:

Activity Specialist(s)

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; multi-task

Physical Demands/Environmental Factors:

Occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, Bending, kneeling, pushing and pulling; lifting up to 40 pounds; transition from standing to sitting on the floor frequently daily

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:** 09/09/2020

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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:** _____