

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	PASAR Site Manager	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Director Campus Support Services	<b>Pay Range:</b>	\$21.00/hr.
<b>Dept./School:</b>	Campus Support Services	<b>Date Revised:</b>	9/9/2020

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**Primary Purpose:**

Perform overall management of the PASAR program.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent (required)

Must be at least 18 years of age

**Special Knowledge/Skills:**

Strong organizational skills

Ability to perform basic account/recordkeeping tasks

Excellent communication skills, both oral and written

Effective interpersonal skills

**Experience:**

Two years of related experience

**Major Responsibilities and Duties:**

Coordinate fee collections with the district's Finance Department

Coordinate appropriate and effective communications with parents, staff and students

Coordinate staff timesheets

Coordinate safety and security for students

Coordinate student arrival and departure procedures

Coordinate material needs of the program

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

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Perform other functions that may be assigned by the administration and/or supervisor

**Working Conditions:**

**Mental Demands:**

Reading; communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 30 pounds

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