

**PLANO INDEPENDENT SCHOOL DISTRICT**

**Job Description**

|                      |   |                          |             |
|----------------------|---|--------------------------|-------------|
| <b>Job Title:</b>    | PASAR Special Needs Activity Specialist | <b>Wage/Hour Status:</b> | Nonexempt   |
| <b>Reports To:</b>   | PASAR Site Manager                      | <b>Pay Range:</b>        | \$16.00/hr. |
| <b>Dept./School:</b> | Child Care Services/ PASAR              | <b>Date Revised:</b>     | 02/11/2022  |

---

**Primary Purpose:**

Responsible for the preparation, supervision, and management of extracurricular activities for assigned students at a PASAR site.

**Qualifications:**

**Education/Certification:**

High School Diploma or equivalent (preferred)

Must be at least 18 years of age

**Special Knowledge/Skills:**

Ability to develop positive rapport with children and staff

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

Ability to organize and implement PASAR curriculum and activities

Ability to help children with toileting

Exhibit flexibility

Proficient computer skills

**Experience:**

Experience working with special needs children (preferred)

**Major Responsibilities and Duties:**

Assist Site Manager and Assistant Site Manager with student arrival and departure procedures

**Job Title:** PASAR Special Needs Activity Specialist

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

Assist in providing a developmentally appropriate environment for students at all times

Modify and follow daily activities to meet student needs

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

Model and use social and emotional learning lessons to reinforce appropriate social skills

Supervise students' participation in emergency drills

Demonstrate ability to work on a team in a collaborative environment with all PASAR staff

Follow Plano ISD attendance policy

Clock in and out in a timely manner

Complete all assigned training

Report all cases of abuse or suspected abuse as required by law

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

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

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequently required to bend, kneel, walk and reach; some exposure to Texas weather conditions during outside play; 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:** 02/11/2022

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.

**Job Title:** PASAR Special Needs Activity Specialist

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_