

**PLANO INDEPENDENT SCHOOL DISTRICT**

**JOB DESCRIPTION**  
**Adult Temp/ Para Professional**

**JOB TITLE:** PASAR Activity Specialist    **WAGE/HOUR STATUS:** Nonexempt  
**REPORTS TO:** PASAR Site Manager    **PAY GRADE:** \$ 8.00 - \$12.00 per hour  
**DEPT:** Student Services    **DATE REVISED:** 12-08-06

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**PRIMARY PURPOSE:**

Assist the PASAR Site and Assistant Site Manager in the preparation / safe management of groups of children and extra curricular activities.

**QUALIFICATIONS:**

**Education/Certification:**

Minimum High School

**Special Knowledge/Skills:**

Responsible  
Positive rapport with co-workers  
Ability to safely and successfully manage elementary age children  
Ability to organize and manage basic art, music, drama, recreation, and activities  
Knowledge of general sports activity equipment  
Availability to arrive by 2:30 PM – 6:30 PM on school days  
Willingness to execute written employment contract with Plano ISD

**Experience:**

Experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES:**

**JOB TITLE:** PASAR Activity Specialist

Supervise play in a safe manner  
Coordinate and/or manage art, music, and activities

Assist the PASAR Site and Assistant Site Manager with planning and activities

Assist Site Manager with arrival and departure procedures

Ability to 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

**WORKING CONDITIONS:**

**Mental Demands:**

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

**Physical Demands/Environmental Factors:**

Activity Specialist are 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

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

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Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

**JOB TITLE:** PASAR Activity Specialist

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or 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.