



## JOB DESCRIPTION

<b>Job Title</b>	Parking Lot Attendant
<b>Department</b>	
<b>Reports To</b>	Building Principal/Assistant Principal
<b>Classification</b>	Hourly Classified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Parking Lot Attendant performs duties relating to security and safety of school building and attendant areas, as well as keeping areas free of litter and debris.

## Essential Job Functions

- Issues parking tickets for parking lot violations.
- Monitors parking lots and buildings to maintain order and security.
- Monitors and supervises students and student entrance prior to and at the end of the school day.
- Supervises students during lunch.
- Assists in supervision of bus loading and unloading of students when needed.
- Monitors and confronts unauthorized persons on parking lots, grounds, and buildings.
- Keeps parking areas free of litter and debris.
- Performs other functions in safety, security, and order.

## Ancillary Job Functions

- Assists office staff and runs errands as requested (sorting mail, collecting suspension assignment sheets, messenger to UPS or central administration building).
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Training in safety and security.

- Experience working with teenage students.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- One or more years of related experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to establish and maintain effective public and working relationships.
- Ability to relate to students in a manner to elicit their cooperation.
- Ability to understand and effectively carry out instructions.
- Ability to exercise mature judgment in effectively controlling student behavior.
- Ability to perform necessary written and record keeping activities.
- Ability to communicate effectively with students, staff, and community law enforcement agencies.
- Ability to work shifts that include before and after school hours.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to inclement outdoor weather conditions, hazardous traffic conditions, or fumes/airborne particles.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- May be required to grasp, push, stand/walk, reach, or stoop/kneel/crouch.
- Must have clarity of vision, three-dimensional vision, and precise hand-eye coordination.
- May be required to lift up to 50 pounds.