

SECTION AUXILIARY PERSONNEL

AREA AUXILIARY PERSONNEL

TITLE Parking Attendant

QUALIFICATIONS:

1. Valid New Jersey Drivers License.
2. Experience in the area of education and/or dealing with adolescents.
3. Enjoy working with young people.

REPORTING RESPONSIBILITY:

The Parking Attendant is directly responsible to the building principal or designee.

JOB GOAL:

The Parking Attendant supervises the students who park on school property and performs minor clerical tasks as assigned by the building principal or designee.

TERMS OF EMPLOYMENT:

Hourly contract. Benefits as described in Policy 4973, Benefits – Classroom Assistants, etc.

PERSONAL EVALUATION:

At least once each year, the Parking Attendant shall be evaluated in writing by the school principal or designee. The evaluation shall be based in part on the performance of the responsibilities indicated in the position description.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the parking of all vehicles in the student parking lot.
2. Checks student parking permit decals.
3. Checks parking lot for debris that could cause accidents or injuries and makes necessary arrangements for their removal.
4. Maintains a kind, cordial, and courteous manner toward students.
5. Reports parking violations to the assistant principal responsible for the violators grade level.
6. Performs minor clerical duties assigned by the assistant principal.

7. Performs other duties and responsibilities incidental to the position or as assigned by the building principal or designee.

Position Description approved: 8/18/98