

**INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA**

JOB DESCRIPTION

JOB TITLE: Parking Monitor

CLASSIFICATION: Other

REPORTS TO: Site Principal or Administrator

DATE PREPARED: April 2000

PURPOSE: The Parking Monitor supervises the use of parking lots and other parking areas for the enforcement of School District regulations and state and federal law.

DUTIES AND RESPONSIBILITIES:

1. Supervises traffic control and the parking of vehicles on School District property to ensure that School District regulations and state and federal law are observed.
2. Monitors driving on School District property for the safety of users and property.
3. Monitors persons on School District property for the safety of users and property.
4. Issues citations to violators of School District parking regulations.
5. Secures the towing of vehicles in violation of parking regulations.
6. Processes complaints through the proper authorities.
7. Reports illegal activities to the proper authorities to ensure a safe educational environment.
8. Applies restrictive equipment to vehicles in violation of regulations in order to apprehend and issue citations to violators.
9. Works with staff issuing parking permits.
10. Maintains appropriate records in order to efficiently execute parking regulations.
11. Makes suggestions to improve parking facilities, increase the availability of parking and other related items, to ensure the safety and for the convenience of users.
12. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school diploma, GED, or equivalent.
2. Ability to work effectively with parent, students, staff and the public.
3. Ability to work independently with minimum supervision.
4. Ability to work with and provide proper discipline for students.
5. Willingness to accept and follow direction.
6. Ability to maintain confidentiality.
7. Ability to work overtime including evenings, weekends and holidays.