

TITLE: Parking Lot Attendant

- QUALIFICATIONS:
1. Ability to work with people.
 2. Minimum of high school diploma or equivalent.
 3. Demonstrated aptitude for the work performed.
 4. Security experience desired. Able to lift 50 pounds.

REPORTS TO: High School Principal

JOB GOAL: To maintain security and order in the student parking lot area of the high school.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and maintain security in the faculty and student parking lots of the high school before, during and after school.
2. Check permits to be sure that they are valid.
3. Perform responsibilities related to attendance; calling parents, tracking attendance data, monitoring and communicating attendance issues and completing attendance reports.
4. Maintain confidentiality as per mandated data privacy laws.
5. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.