

Hillsborough Township School District

JOB DESCRIPTION

Title: Parking Attendant

Qualifications:

1. Valid New Jersey driver's license
2. Experience in dealing with adolescents
3. Enjoy working with young people

Primary Function: Supervise the student lots at the high school and enforce the school's parking regulations and township's parking ordinances

Report Level: Building Vice Principal/Principal

Major Duties and Responsibilities:

1. Supervise parking of all vehicles in the high school parking lots
2. Enhance outdoor campus security and supervision
3. Be in constant communication with administration and the SRO (school resource officer) regarding outdoor campus activity

Problems Addressed:

1. Students cutting classes and accessing vehicles without permission
2. Students leaving grounds without permission during the day
3. Students parking on campus without a valid permit
4. Unwanted visitors entering campus and the building
5. Vandalism and theft occurring in the parking lots

Routines

1. Drive among parking lots checking for the following:
 - a. unregistered vehicles
 - b. students loitering in cars
 - c. vandals
 - d. trespassers
2. Question students leaving the building and report circumstances to administration
3. Intercept visitors and provide directions for parking as well as sign-in procedures (communicate circumstances, via radio, to administration or SRO)

Equipment Needs

1. Radio (walkie-talkie)
2. Chromebook (provided by district)
3. Use of own vehicle to drive among parking lots

Miscellaneous

1. Salary to be determined by superintendent (hourly)
2. Hours 8:00 a.m. – 11:00 a.m. – subject to change

APPROVED BY CSA: 10 February 2004
30 September 2008
24 September 2019