

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## PARKING ATTENDANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED) or equivalent if education is from a country outside the United States.
- (2) Must be at least 20 years of age.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively both orally and in writing. Ability to follow oral and written instructions. Ability to work outside in heat, rain, and cold.

#### REPORTS TO:

Administrators

#### JOB GOAL

A staff member performing the task allowing only authorized vehicles into parking area to ensure the safety of others. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Monitor traffic entering and leaving the student parking area during the entire school day.
- \* (2) Circulate through student and visitor parking lots occasionally during the school day to monitor for safety as well as verify students have a parking tag and are in the correct spot.
- \* (3) Verify pass of students leaving campus from student parking area during the school day.
- \* (4) Report violators of student parking regulations to the Dean's Office.
- \* (5) Cover and uncover handicap parking space signs at appropriate times, if they are used for student parking during the school day.
- \* (6) Direct traffic exiting parking lots as necessary.
- \* (7) Develop and maintain positive relationships and communication with students, visitors, faculty and staff.
- \* (8) Provide real time information and updates related to activities taking place on campus perimeter.
- \* (9) Serve as a school support member during special events (i.e., safety drills).
- \* (10) Perform other duties as assigned by immediate supervisor.

# **PARKING ATTENDANT**

## **Expectations of All Employees**

- \*(11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(12) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(13) Ensure adherence to good safety standards.
- \*(14) Maintain confidentiality regarding school/workplace matters.
- \*(15) Model and maintain high ethical standards.
- \*(16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(18) Demonstrate initiative in the performance of assigned responsibilities.
- \*(19) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

## **Inter/Intra-Agency Communication and Delivery**

- \*(20) Respond to inquiries and concerns in a timely manner.

## **Professional Growth and Improvement**

- \*(21) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

## **Systemic Functions**

- \*(22) Keep supervisor informed of potential problems or unusual events.
- \*(23) Follow federal and state laws as well as School Board policies, rules, and regulations.
- \*(24) Prepare all required reports and maintain all appropriate records.
- \*(25) Represent the District in a positive and professional manner.
- \*(26) Demonstrate support for the School District and its goals and objectives.

## **Leadership and Strategic Orientation**

- \*(27) Set high standards and expectations for self and others.
- \*(28) Exhibit interpersonal skills to work as an effective team member.
- \*(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Exerting up to 50 pounds of force occasionally and/or up to 50 pounds of force as frequently as needed to move objects. Ability to work outside in heat, rain, and cold.

## **PARKING ATTENDANT**

### **TERMS OF EMPLOYMENT:**

Approved compensation plan per current negotiated agreement.

10 Month position

8 hours per day

### **EVALUATION:**

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

**POSITION CODE:** 79023

**Pay Type:** 15

### **FLSA STATUS:**

Non-Exempt

### **BOARD APPROVED:**

April 20, 1999

### **REVISED:**

March 2019