

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Educational Assistant – Parking Lot Attendant/Building Monitor	<b>Department:</b> Instruction	<b>Unit:</b> Educational Assistants
<b>Immediate Supervisor:</b> Principal	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Principal, the parking lot attendant/building monitor is responsible for supervising and monitoring the parking lots and lunches.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> <li>1. Monitors and supervises the parking lots. <ul style="list-style-type: none"> <li>• Checks for up-to-date permits.</li> <li>• Issue warnings to parking lot violators.</li> <li>• Check student passes upon leaving during school hours.</li> </ul> </li> <li>2. Monitors student activities during all lunches. <ul style="list-style-type: none"> <li>• Confers with teachers, staff and principal(s) concerning student problems or issues.</li> </ul> </li> <li>3. Performs other duties of a comparable level or type, as required.</li> </ol>
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### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a MN Drivers License or evidence of equivalent mobility.
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with school staff, students, and the public.</li> <li>• Communicating and enforcing school policies and procedures.</li> <li>• Applying judgment when dealing with students.</li> <li>• Maintaining records and files required of job.</li> <li>• Monitoring, enforcing and mediating student behavior and safety issues.</li> <li>• Performing general clerical and support tasks required in accordance with district and building procedures.</li> </ul>
<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>				<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>					
	less than high school diploma			<b>Major field of study or degree emphasis:</b>					
x	High school diploma or GED								
	1 year college		2 years college						
	3 years college		4 years college						
	1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school practices, policies, procedures and administrative guidelines pertaining to job responsibilities.</li> <li>• Knowledge of district disciplinary rules and rules of student conduct.</li> <li>• Basic operation of office equipment</li> </ul>					
	2nd year graduate level								

**Required Work Experience in Addition to Formal Education/Training:**

No prior experience required.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

<u>Physical Activities</u>	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				x	Up to 10 lbs			x	
Walk			x		Up to 25 lbs		x		
Sit		x			Up to 50 lbs	x			
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job. Job involves standing and walking for prolonged periods.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Duties are performed in a typical school setting. Position holders perform duties both inside and are exposed to various weather conditions but these conditions represent minimal environmental hazards or risks.

**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 5/2016 BCC

