

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**

NOTICE OF NON-CERTIFIED VACANCY

Service Personnel - Hourly

**Please Post
SPHR – 144a
REPOST**

February 9, 2018



Building:	Harrison Center
Position:	Parking Lot Attendant
Qualifications:	Background in an educational setting
Hours/Times/Calendar:	Monday – Thursday, Regular Hours: 5:30pm – 8:30pm
Effective:	Immediately
Allocation:	1.266.08.6716.1660

APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., February 22, 2018.***

PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager *pw*

External Applicants
Please Apply On-Line on or before **February 22, 2018**

https://hr.phasd.us/Job_List.aspx

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Parking Lot Attendant

SECTION J - 67

QUALIFICATIONS

1. High School graduate or equivalent.
 2. Good attendance record
 3. Good work record
 4. Must have valid Michigan driver's license
 5. Satisfactory passage of background investigation and physical
 6. Ability to handle young people in a fair, but firm manner
 7. Experience with secondary age students preferred
 8. Flexibility concerning work schedule
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JOB RESPONSIBILITIES

1. Parking lot security. Monitor/patrol all parking lots and building perimeters for reckless driving and student driver's safety, theft prevention, suspicious vehicles, student loitering, illegally parked vehicles and those without permits, closed campus violations, checking student passes.
 2. Must be in parking lot during student arrival and departure times as well as all lunch periods
 3. Flexibility in work day to be able to work outside normally schedules hours as needed
 4. Cooperate with outside officials or agencies (local, state, federal law enforcement, fire services, emergency management services, etc.)
 5. Police light debris in all parking lots and building perimeter
 6. Lock/unlock gates at appropriate times
 7. Complete "student referral forms" regarding parking regulations and closed campus violations and submit to associate principal for disciplinary action
 8. Tag student/staff vehicles for parking rule violations
 9. Keep daily log of parking rule violations and/or non appropriate incidents
 10. Must be knowledgeable/aware of accident procedures that occur on school property
 11. Must be able to communicate courteously and meaningfully with students, staff, parents, staff administration and members of the general public; maintain patience and understanding with those involved in situations of stress, anger or special needs
 12. Perform other duties or work assignments as may be deemed necessary by the building principal or designee
 13. Responsible to report to the building principal or designee
 14. Ability to maintain confidentiality
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SELECTION COMMITTEE

BUILDING SUPERVISOR AND HUMAN RESOURCES

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

July 2009