



# Pickens County Schools

## Job Descriptions

### WELCOME CENTER ATTENDANT

**Title/Position:** Welcome Center Attendant

**Retirement:** Public School Employee Retirement System

**Terms of Employment:** 190 Days

**Salary:** Classified Salary Schedule Grade D (Starting pay \$15.00/hour)

**Reports to:** Principal

**Qualifications:**

1. High School Diploma or GED
2. Work related experience – law enforcement experience preferred.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES

- Analyzes information and situations regarding activities that may be in violation of school policies and procedures and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff, and the public.
- Collaborates with other school and district personnel, assigned police officers, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, etc. for the safety and security of the school site.
- Communicates with students, staff, and visitors school policies and procedures for the purpose of ensuring their understanding of the potential consequences of violation.
- Monitors and routes incoming and outgoing school traffic throughout the day.
- Greets students, parents and visitors in a professional manner.
- Serve as railroad crossing attendant in the during drop-off and dismissal times.
- Works closely with other school personnel and School Resource Officers, assisting, as necessary, to ensure school safety.
- Participates in in-service training when appropriate.
- Cooperates with others and helps to make the school a pleasant place to work, attend, and/or visit.
- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt