

Job Title: Crossing Guard

Wage/Hour Status: Non-exempt

Reports to: Director of Transportation

Pay Grade: 1

Dept./School: Transportation

Revised: Oct/2010

Primary Purpose:

Work involves responsibility for the safe movement of school children at intersections and other crossings in the vicinity of public schools and the reporting of vehicular violations to the police for appropriate enforcement action. Work is carried out in accordance with established procedures and instructions, but these employees are expected to be constantly alert to vehicular traffic and the activities and movements of children towards, in, to and across streets, with the objective of assuring the safety of children and the orderly movement of vehicles.

Qualifications:

Education/Certification:

Graduation from high school OR any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

Special Knowledge/Skills:

Knowledge of traffic regulations as they relate to the control of traffic and pedestrians
Ability to work tactfully and effectively with school children, school personnel, vehicle operators and the public
Ability to respond quickly and calmly in emergencies
Ability to prepare work and violation reports
Ability to work out of doors under varying climatic conditions

Major Responsibilities and Duties:

Direct and control vehicle, student, pedestrians or bicycle traffic at designated school-crossing areas.
Identify traffic hazards and report incidences of unsafe or reckless driving to building administrator.
Establish and maintain effective working relationships with students, staff members, and the public.
Use and maintain designated crossing guard equipment provided by the transportation department.
Wear appropriate attire for weather conditions such as raincoat, gloves, etc.

Other:

Follow all safety and security procedures.
Work effectively within a team.
Complete other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work outside regardless of weather conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date
