

Job Title:	CROSSING GUARD	Reports to:	Director of Transportation
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position escorts students safely across streets at assigned street crossings and/or intersections for the School District.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Monitors traffic conditions; stops vehicular traffic and escorts students, staff, parents and pedestrians across assigned Intersection or street crossing
- Monitors children to prevent vandalism of vacant buildings; assists students with bicycles, helmets, backpacks, zipping coats, tying shoes and minor first aid;
- Instructs students in proper crossing of streets and other student related issues
- Maintain effective communications with students, administrators, teachers and parents; attends meetings as required by the school or district
- Removal of and/or turning on and off of school zone signs
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge School District rules, regulations, policies and Procedures
- Knowledge of Department of Transportation School Crossing Guard practices and procedures
- Knowledge of principles of road and weather conditions related to stopping vehicles
- Knowledge of customer service methods and techniques
- Skill in maintaining order while escorting students across streets and intersections
- Skill in determining when a driver is going to be able to stop safely
- Skill assisting children with a variety of daily needs to safely cross the street and proceed on to school or home safely
- Skill in establishing and maintaining effective working relationships

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent and six (6) months' work experience prior childcare and supervision experience
- Must successfully complete 'on the job' School Crossing Guard Training

Computer Proficiency: Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Work is performed in an outdoor environment. Work requires frequent standing, walking, bending, lifting and/or carrying up to 30 pounds. May be exposed to slippery road and inclement weather.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.