



JOB DESCRIPTION

TITLE: SCHOOL CROSSING GUARD

DEPARTMENT: POLICE (CIVILIAN)

REPORTS TO: Chief of Police

EEO JOB CATEGORY: Service Worker

DATE JOB DESCRIPTION COMPLETED: June 5, 2019

REPLACES JOB DESCRIPTION DATED: 1996

GENERAL JOB DESCRIPTION: The person in this position assists school children in crossing traffic intersections at assigned locations during the hours when children are entering and exiting school. The position is part-time requiring the incumbent to serve at the assigned post for two hours in the morning and two hours in the afternoon. This position falls under the general supervision of the Chief of Police but the School Crossing Guard is not a member of the uniformed Police Department and does not perform police duties.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required.

- Stops traffic at designated crosswalks near the school for children to safely cross the road; two posts, two times per day (before & after school)
 - Alert motorists that pedestrians are in the process of using the school crossing and then assists children crossing the street going to and coming from the school; Crossing Guard is always the first person in the street and the last person out of the street;
 - Instructs younger children in the precautions to be taken when crossing the street; discourages unsafe behavior near traffic;
 - Observe and report any incidents or conditions that present a potential safety hazard to the school children or the guard.
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NECESSARY OCCUPATIONAL TRAITS:

Abilities: Ability to exercise good judgment, be observant of the surrounding environment, and clearly communicate directions to others; ability to demonstrate courtesy and tact in dealing with the public; ability to get along well with children; ability to respond quickly and appropriately in emergency situations; Dependable;

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
 - Must pass a full criminal background check
 - Must possess all required school district clearances
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PHYSICAL DEMANDS OF THE JOB

- Work is always performed outdoors. Employee must perform their tasks in all weather conditions and must be able to tolerate the outdoor elements. Employee is required to stand, walk, and use directional equipment.
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Applicant's Signature: _____ Date: _____

Note: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.