



Crossing Guard

DEPARTMENT: Police SALARY LEVEL:
DIVISION: JOB CODE:
SUPERVISOR'S TITLE: Police Captain FLSA STATUS CODE: Exempt

Positions Supervised:

JOB SUMMARY:

Under the general direction of the Police Captain, the School Crossing Guard is responsible for ensuring the safety of school children by directing and controlling traffic and supervising children crossing the street.

ESSENTIAL JOB FUNCTIONS:

1. Monitor Street crossing during the appointed time when children go to school or come home from school.
2. Record the license plate numbers of any vehicle found disregarding traffic signs and signals, stopping and warning drivers as necessary.
3. Report violators to the police.
4. Escort children as they cross the street in marked crosswalks when necessary.
5. Report children with unsafe behavior to school officials for proper action.
6. Watch for suspicious individuals in and around school areas.

OTHER JOB FUNCTIONS:

7. Place traffic signs at established locations at the start of their duty and remove them as their duty ends.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.



8. Notify school authorities about traffic risks and hazards, including school zones that are not adequately marked and monitored.
9. Using appropriate signs, lanterns, hand signals, direct vehicular and pedestrian traffic.
10. Coordinate with school and police authorities regarding traffic control points and rerouting plans.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

- Know basic safety procedures and practices relevant to their job as school crossing guards.
- Be able to work outdoors in all weather conditions
- Know basic safety procedures and practices relevant to their job as school crossing guards.

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Qualifying Education and Experience:

- High school diploma/GED required. In depth understanding not only of traffic signals but traffic patterns and behavior as well. Meet all state or federal requirements, as well as successfully pass a background check.

Written/Modified By:

Angela Locuste, Human Resources & Civil Service Director

Date: _____

Approved By:

Eddie Burns, Police Chief

Date: _____

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