

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
CROSSING GUARD	RESOLUTION NO.	EFFECTIVE DATE
	FLSA DESIGNATION NON-EXEMPT	

GENERAL PURPOSE

Under general supervision, escorts children across an assigned intersection; controls traffic when children are in the intersection; enforces safety regulations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Crossing Guard is distinguished from other Public Safety classes by its very limited scope of directing traffic and ensuring the safety of students in walkways, intersections and parking areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Controls traffic at designated intersections either by mechanical or hand signals in order to permit students and other pedestrians to cross the street safely.
2. Controls students at intersections and restrains them from crossing until it is determined to be safe; when appropriate, escorts students through intersections.
3. Remains visible during enforcement hours and assists the public as needed.
4. Calls for emergency assistance and notifies the school in case of accident or emergency.
5. Records and reports the license number of motor vehicles whose drivers disobey the crossing guard's instructions or disregard safety rules in other respects; reports to the school principal the names of students disobeying the crossing guard's instructions.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Safety policies and safe work practices applicable to assisting students and the public.
2. Customer service practices.
3. CPR and first-aid methods and techniques necessary for safety.

MINIMUM QUALIFICATIONS

ABILITY TO:

1. Learn to operate crossing guard equipment safely and effectively.
2. Learn, understand and explain street-crossing procedures.
3. Remain alert and attentive during working hours.
4. Use good judgment in emergency situations.
5. Perform basic first aid.
6. Communicate effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent. Experience working with children is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

Annual certification for CPR and First Aid are required within three months of appointment and during the course of employment.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

PHYSICAL AND MENTAL DEMANDS

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee frequently works in outdoor weather conditions near heavy traffic. The employee may be required to work various shifts.

