



## **JOB DESCRIPTION**

### **CROSSING GUARD**

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#### **DEFINITION:**

Under the direction of the Principal, provide for safe street crossing for students; direct automotive and pedestrian traffic at a school intersection to assist elementary children cross streets safely as they travel to and from school; assist with monitoring students in cafeteria and on the playground.

#### **ESSENTIAL DUTIES:**

- Direct automotive and pedestrian traffic at a school intersection; assist elementary children to cross street safely to and from school; monitor buses unloading and crosswalks.
- Watch traffic at all times when on duty; look both ways before entering roadway and at a recognizable gap in traffic, walk to center of intersection with sign elevated; stand in center of roadway with sign prominently displayed to stop all traffic and signal children to cross; remain in center of roadway until all children have crossed to the curb, then return to curb.
- Instruct children as to the methods and times when crossing is safe; instruct children to walk bicycles across the street.
- Report to supervisor motorists who violate law and interfere with crossing guard's control of intersection; report suspicious persons to supervisor and provide a description of person; report uncooperative children to school principal as necessary.
- Notify appropriate personnel immediately if anyone is injured at intersection.
- Keep emergency phone numbers available to contact proper person in case of accident or a need to contact supervisor.
- Wear regulation vest or jacket, arm band identification and carry stop sign while on duty as assigned by the position.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

Any combination equivalent to:

- Sufficient training and experience to demonstrate the knowledge and abilities listed below.

##### Licenses, Certifications and other Requirements:

- Fingerprint clearance.
- Negative TB test result.

##### Knowledge of:

- Local rules, regulations and requirements regarding crossing of children at intersections.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

Ability to:

- Provide for the safe street crossing for students.
- Direct automotive and pedestrian traffic at a school intersection to assist elementary children cross streets safely as they travel to and from school.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Meet schedules and timelines.

**WORKING CONDITIONS:**

Work Environment:

- Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seeing to direct safe crossing at intersections and depth perception to judge approaching vehicle's proximity to intersection.
- Walking on flat terrain and up and down curbs.
- Standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to hold stop sign.

Hazards:

- Traffic hazards.
- Working during inclement weather.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CSEA Approved:** 05/07/2020

**Board Approved:** 05/12/2020

**FLSA Status:** Non-Exempt (Classified Employee Salary Schedule)