

### Crossing Guard

#### **Purpose Statement**

The job of Crossing Guard is done for the purpose of providing support to the educational process with specific responsibilities for ensuring for the safety and welfare of students in transit to and/or from school; coordinating the flow of students across selected intersection(s); supervising their crossing; and reporting observations and/or incidents that may impact the general well-being of students.

This job reports to Assigned Supervisor

#### **Essential Functions**

- Assists in the communication of traffic safety and related safety policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Directs the flow of traffic at crossings of roadways of selected intersections with traffic control devices for the purpose of ensuring the safety of students and other pedestrians to and from school site.
- Maintains job related equipment (e.g. stop sign, vests, street signs, etc.) for the purpose of ensuring availability of required items.
- Monitors student behavior at street crossing, entering and exiting school grounds for the purpose of ensuring student compliance with established safety guidelines, and maintaining a safe and positive learning environment.
- Prepares and submits timely incident reports to school administrators for the purpose of documenting activities, providing written reference, and/or conveying information.
- Refers incidents to appropriate site personnel (e.g. personal injuries, altercations, suspicious activities, rule violations, etc.) for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.

#### **Other Functions**

- Performs reasonably related duties as assigned for the purpose of supporting other personnel in the completion of their work activities.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and administering first aid.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures relating to student crossing; traffic laws; and guidelines for monitoring students at crossing.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying tact and courtesy; being attentive to detail; relating effectively with students, parents and staff; communicating effectively orally and in writing; and following traffic regulations and guidelines.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** None required.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Required

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 2

**Revised Date**