

Lead Crossing Guard

Purpose Statement

The job of Lead Crossing Guard is done for the purpose of providing support to the educational process with specific responsibilities for organizing the recruitment, selection and training of crossing guards; coordinating the related activities of the crossing guards on site; performing crossing guard functions as necessitated by temporary staffing shortages; and making timely reports to District administration regarding observations and/or incidents that may impact the general well-being of students.

This job reports to Assigned Supervisor

Essential Functions

- Assists in directing 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.
- Coordinates the daily duties of assigned Crossing Guards on site for the purpose of ensuring the assignments are adjusted to meet student safety needs.
- 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.
- Oversees the maintenance and supply of job-related equipment (e.g. stop sign, vests, street signs, etc.) for the purpose of ensuring availability of required equipment.
- Performs personnel administration duties to staff crossing guards (e.g. recruitment, selection, training, etc.) for the purpose of ensuring the staffing level of crossing guards are sufficient to provide safety of student transit to and/or from school.
- Prepares and submits timely incident reports to school administrators for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides guidance on traffic safety and related safety policies and enforcement procedures to Crossing Guards, students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel 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 with a potential need to upgrade skills in order to meet changing job conditions. 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; guidelines for monitoring students at crossing; effective recruiting, selecting and training methods; and coordinating methods.

ABILITY is required to schedule activities and/or meetings; gather and/or 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 may require independent interpretation; 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; following traffic regulations and guidelines; and training.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. 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
Valid Driver's License

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 4

Revised Date