



Job Title: School Crossing Guard
Department: Police

FLSA Designation: Non-Exempt
Pay Classification: 7

1. JOB SUMMARY

- 1.1 The purpose of this position is to assist school children in crossing streets by interrupting the flow of traffic, keeping children at curbs, and leading children across the street.

2. MAJOR DUTIES

- 2.1 Directs and controls the flow of traffic in school zones to allow school children to cross streets during school hours at designated locations or crosswalks.
- 2.2 Keeps children at curbs until traffic lanes are clear in all directions.
- 2.3 Leads school children across streets.
- 2.4 Reports traffic violators in school zones.
- 2.5 Reports unsafe conditions of roads, sidewalks, street lights, and traffic control devices.
- 2.6 Performs related duties.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of department policies and procedures.
- 3.2 Knowledge of traffic laws.
- 3.3 Knowledge of traffic control techniques and equipment.
- 3.4 Skill in the control of traffic.
- 3.5 Skill in interpersonal relations.

4. SUPERVISORY CONTROLS

- 4.1 The Police Chief assigns work in terms of somewhat general instructions. The Chief spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

5. GUIDELINES

- 5.1 Guidelines include department rules and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of related duties in assisting children across streets. Heavy traffic and inclement weather contribute to the complexity of the position.
- 6.2 The purpose of this position is to assist with street crossings. Success in this position contributes to the safety of pedestrians.

7. CONTACTS

- 7.1 Contacts are typically with co-workers and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, or to resolve problems.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while standing or walking. The employee frequently lifts light objects.
- 8.2 The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, machinery with moving parts, and irritating chemicals.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 None.

10. MINIMUM QUALIFICATIONS

- 10.1 Ability to read, write and perform basic mathematical calculations.
- 10.2 Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.