

Position Description

TITLE: Crossing Guard
DEPARTMENT: Public Safety
SUPERVISED BY: Police Chief or Designee

FUNCTION:

The Crossing Guard is a non-union non-benefitted part-time position responsible for assisting children and other citizens in the crossing of the street to and from the school grounds immediately before and immediately after school hours. The Crossing Guard job class is characterized by the specific tasks of assisting with traffic and the crossing of the street at school locations. There are two (2) sites within the City where crossing guards are to be utilized.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

1. Report promptly for duty at the assigned time and location.
2. Report to the assigned location and remain at the assigned duty location during the time that school children are present.
3. Assist children and other citizens in crossing the street to and from the school ground.
4. Warn traffic of the presence of children crossing, or in and about the street.
5. Independently perform duties and responsibilities and reports directly to the Police Chief or in his/her designee.
6. Report to the Police Department any traffic violations observed at the duty location, giving a description of the vehicle and driver whenever possible.
7. Contact the non-emergency police line (920-685-7007) if you are unable to make your shift due to illness or emergency.

EMPLOYMENT STANDARDS:

Some knowledge of laws effecting pedestrian and school crossing activities.

Ability to:

1. Control traffic at a school crossing location;
2. Assist children and other citizens in crossing the street;
3. Warn traffic of the presence of children;
4. Identify vehicles and give descriptions of vehicles and drivers;
5. Establish and maintain effective relationship with school children, school officials and the public;
6. Work in adverse weather conditions;
7. See lettering the size of that found on a license plate;
8. Hear sounds related to traffic safety.

REQUIREMENTS:

Training and Experience: Any combination of training and experience which would provide the required knowledges and abilities.

No experience is required. Must be at least 18 years of age at time of hire.

SPECIAL REQUIREMENTS:

Background Investigation Requirement: Must pass a background investigation related to the position prior to hire.

Crossing Guard Training Requirement: Must complete a crossing guard training program designated by the city.

Created: May 22, 2015

Presented to Council: June 2, 2015

Approved: