

# Crossing Guard

## Job Description



<b>Job Title:</b>	Crossing Guard	<b>FLSA:</b>	Nonexempt
<b>Reports to:</b>	Director of Emergency Management	<b>Pay Grade:</b>	Temp - 1
<b>Dept./School:</b>	Assigned Campus and Emergency Management Department	<b>Calendar Days:</b>	Temp
		<b>Revised:</b>	4.30.2024

### Primary Purpose

The Crossing Guard works under minimal supervision to assist children and others to safely cross the street at assigned intersections during designated hours.

### Qualifications

#### Education/Certification:

- High school diploma from an accredited high school or GED

#### Special Knowledge/Skills:

- Basic knowledge of traffic safety regulations
- Ability to identify and respond quickly to traffic safety hazards
- Ability to communicate instructions effectively to both children and adults
- Ability to read, understand, and follow written instructions

#### Experience:

- None

### Major Responsibilities and Duties

1. Assist children and other community members to safely cross the street at assigned intersections during designated hours.
2. Identify potential traffic safety hazards and respond quickly to protect children and avoid incidents.
3. Ensure a smooth and expedient flow of both vehicular and foot traffic.
4. Follow and uphold district safety requirements and report traffic violations and student misconduct in accordance with district procedures.
5. Communicate safety and traffic rules to students and parents as needed.
6. Correct unsafe conditions when possible and report any conditions that are not correctable to supervisor as soon as practicable.
7. Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities

None

### Evaluation

The Crossing Guard's evaluation is a responsibility resting with the Director of Emergency Management. An evaluation shall be completed in writing at least once during the course of each school year.

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### Work Environment

**Tools/Equipment Used:** Handheld traffic signs, traffic cones, reflective safety attire

**Posture:** Prolonged standing

**Motion:** Constant walking, grasping/squeezing, wrist flexion/extension, reaching

**Lifting:** Light lifting (less than 15 pounds)

**Environment:** Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity); constant exposure to noise and vehicle exhaust; work around moving vehicles and on slippery and uneven surfaces

**Mental Demands:** Maintain emotional control under pressure; work with frequent interruption; may work alone

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.