

CROSSING GUARD

Primary Function (Job Goal)

Guards assigned street crossings during hours when children are going to or coming from school.
Directs actions of children at street intersections to ensure safe crossing.

Reports To (accountability)

Building Administrator
Director of Transportation Services

Supervisory Responsibilities

None

Qualifications

- High school diploma or GED
- Over the age of 21 years
- Completion of annual training program
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information.

Generally the job requires 5% sitting, 50% walking, and 45% standing and significant finger dexterity in order to operate a two-way radio and needs appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide school children with safe and protected access to and from their school.
- Communicate and enforce the policies of the school regarding this to all those who are within the vicinity and make sure they understand and follow them.
- Ensure that no untoward incidents occur.
- Locate safe gaps in the traffic flow to escort pedestrians as they cross the street and hand signals, signs, lanterns or flags to stop traffic if necessary.
- Intervene in emergency cases in order to ensure that involved parties don't suffer further injuries.
- Maintain traffic signs, street signs they use to direct traffic and make sure they are available when needed.
- Monitor and report incidents involving students such as fights, accidents, violation of school policies to the appropriate school personnel for proper action.
- Assist other school personnel in completing their own functions.
- Coordinate and discuss with their superiors traffic rerouting plans and locations of control points, and make sure that information is disseminated to all concerned.
- Record the license plate numbers of vehicles that disregard traffic signs and signals, and report violators to the authorities concerned.
- Report to school administrators those children who misbehave and disregard traffic safety procedures.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Terms of Employment

Completion of mandated training through Global Compliance Network within first 45 days of employment without financial compensation.

FLSA Non Exempt Status

At-Will employee status

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.

Employee Signature

Date