

<b>Job Title:</b>	<b>CROSSING GUARD</b>
<b>Department:</b>	Student Services
<b>Reports to:</b>	Principal, Assistant Superintendent
<b>Classification:</b>	Non-exempt / Support Staff
<b>Employment:</b>	9 months / At-will
<b>Evaluation:</b>	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

## **SUMMARY**

Under general supervision of the Principal, prepares crossing zone (as needed), and assists children in crossing streets safely on a seasonal basis while attending school.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Prepares crossing zone as needed (placement of flashing lights, warning cones, etc.). Remove lights and cones at end of shift.
2. Uses appropriate safety equipment (reflector vest, hand-held stop sign, etc.).
3. Learns the location and purpose of traffic signs within the assigned patrol area.
4. Monitors traffic flow.
5. Communicates traffic and crossing rules to students and adults.
6. As students arrive, escorts them safely across the street, watching traffic and stopping cars as necessary.
7. Directs traffic movement using signs, flags or hand signals.
8. Reports unsafe behavior of students to school officials.
9. Record license numbers of vehicles disregarding the crosswalk or directions of the crossing guard, and report infractions to the appropriate authorities.
10. Maintains confidential nature of all school-related matters.
11. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

## **SUPERVISORY DUTIES**

Supervise students at all times.

## **QUALIFICATIONS**

### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

## **Education/Experience**

High school diploma or its equivalent preferred.

## **Certificates, Licenses, Registrations**

N/A

## **SKILLS AND ABILITIES**

### **Language**

Ability to communicate effectively verbally and in writing; ability to follow written and verbal instructions; ability to work effectively with students, parents, and school employees.

### **Computation**

Basic math skills required.

### **Reasoning**

High degree of reasoning is required (monitoring traffic for safe crossing, etc.)  
Ability to understand and follow Board policies, administrative procedures and training and handbook materials

### **Technology**

Minimal technology usage.

### **Additional Skills and Abilities**

Knowledge of current Missouri traffic laws. Knowledge of emergency procedures. Ability to use accurate judgement of traffic flow, speed and direction of travel; ability to use hand-held stop sign.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Requirements**

The individual who holds this position must:

Mental effort required daily

Job involves walking and standing for long periods of time

Constant hearing and seeing are required to fulfill job responsibilities

Frequently use repetitive arm, wrist and hand movements

### **Hours / Attendance / Travel**

Monday through Friday, Beginning and ending time set by supervisor.

Regular and prompt attendance is essential to the performance of this position.

### **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

The individual who holds this position must:

Work outdoors and is subject to exposure to the elements

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit

Occasionally work in rain, sleet and ice and walk on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking; a raised voice may be necessary

Work under exposure to environmental and/or physical hazards

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