

SAFETY CROSSING GUARD

JD LOCATOR: 4.07.3

Adopted: _____

Revised: 8/02, 12/08, 6/10

REPORTS TO:	Transportation Director
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

Controls traffic to ensure the safety and welfare of student pedestrians using school crosswalks and to aid school buses with the timely pick up and delivery of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Arrives at the district's transportation facility at the scheduled time.
2. Checks in with the dispatcher and discusses any concerns or unusual activities that may be occurring on a twice daily basis.
3. Arrives at the crosswalk/intersection area five minutes prior to contracted time to prepare for duty and survey area for any potential problems or concerns.
4. Crossing guard will always be dressed in appropriate clothing for the job and changing weather conditions. An orange safety vest will be provided by the district.
5. The Missouri Department of Transportation will furnish "STOP" paddle signs for crossing guard use and shall always be in the possession of the crossing guard.
6. Directs student movement while utilizing crosswalk.
7. Keeps students on the curb until the crossing guard is in the middle of the crosswalk and all traffic is stopped; then signals students to cross.
8. Remains in the middle of the crosswalk until the last child has safely stepped onto the curb on the other side of the roadway.
9. Instructs students to walk their bicycles and skateboards across the crosswalk safely.
10. Knows students and is able to quickly identify responsible children who may assist during emergencies.
11. Obtains names of children who repeatedly refuse to obey crossing guard instructions.
12. Reports to the dispatcher or supervisor any unsafe behavior observed with controlling the crosswalk area.
13. Reports any vehicles that fail to stop at the crosswalk for pedestrians or other vehicles when given ample warning to stop. A complete signed report will be given to the local law enforcement agency by the Transportation Director.
14. Controls traffic flow at assigned intersections/junctions (e.g., Bus. Hwy. 66 at Old Hwy. H and Bus. Hwy. 66 at Hwy. F) to allow the safe and timely arrival/departure of students and school buses.
15. Professional conduct will be displayed at all times while on duty and especially when dealing with the general public.
16. Attends any pertinent training workshops that may enhance job performance.
17. Regular and dependable level of attendance is an essential function for this position.
18. Any exceptions to the above responsibilities must be approved by the Transportation Director.

19. Serves as a substitute bus operator, when required.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Obtain Missouri CDL with Passenger and School Bus endorsements.
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
5. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
6. Ability to work independently with minimum supervision.
7. Ability to use independent judgment and demonstrates initiative to act without being asked.

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 the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee is exposed to wet/humid conditions and hot/cold temperatures. Exposure to extreme hot/cold temperatures is usually moderate. Employee is exposed to moving vehicles, trucks, and motorcycles. The employee is occasionally exposed to fumes. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date