

**CLASS TITLE: Crossing Guard**

Range 4

**Basic Function:** Under the direction of the principal, supervises activities relating to students going to and from school in a safe and orderly manner.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Ensure that students are playing in a safe manner  
Ensure that students cross streets and parking lots in safe and orderly manner  
Stop traffic at crosswalks and other places for pedestrian safety  
Encourage good citizenship and reward good behavior  
Make referrals to teachers and office for major incidents  
Intervene in potentially problem situations  
Enforce consequences for minor offenses  
Accurately record information to support the principal in suspension or expulsion circumstances  
Visually survey grounds for suspicious and/or unauthorized persons  
Refer suspected child abuse or neglect to principal  
Report and refer injuries to office  
Make suggestions on how to improve pedestrian safety  
Other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Supervision techniques  
Controlling student behavior  
First aide  
School rules and regulations  
Traffic safety procedures

**ABILITY TO:**

Supervise and control large and small groups of students  
Serve as role model for language, appearance and conduct  
Gain respect from students and staff  
Physically supervise students where vehicles are present  
Make good decisions immediately  
Determine what is and is not serious rule infractions  
Establish and maintain rapport with staff and students  
Maintain composure in emergency situations  
Stoop, bend, walk extensively

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent (AA preferred)  
Work with groups of children

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The noise level in the work environment is high. The position requires multi-tasking and the ability to focus in a distracting environment. Strenuous activity is common. There is some exposure to danger from vehicles.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: 6/20/05