

JOB DESCRIPTION

CROSSING GUARD



Employee Name				
Department	POLICE DEPARTMENT	Part-Time	Non-Exempt	Non-Union

SUMMARY

Under general supervision of the Saline Police Department, a school crossing guard is responsible for performing routine pedestrian safety work in the vicinity of a school. A school crossing guard guides school children at designated school crossing intersections, before and after school. Work is considered part-time employment during the Fall and Spring school year.

EDUCATIONAL REQUIREMENTS

- High School Diploma or G.E.D.

EXPERIENCE REQUIREMENTS

- 1 Year of familiarity with directing traffic using applicable tools and hand signals preferred.
- 1 Year of prior experience working with school age children, preferably with training in traffic safety or any combination of experience and training which provides the knowledge, skills, and abilities to perform the job preferred.

KNOWLEDGE

KNOWLEDGE	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Knowledge of current Michigan traffic laws	<input checked="" type="checkbox"/>	
Knowledge of methods and techniques of assisting people across busy streets	<input checked="" type="checkbox"/>	
Knowledge of basic principles and practices of safety	<input checked="" type="checkbox"/>	
Knowledge of occupational hazards and standard safety practices	<input checked="" type="checkbox"/>	

REQUIRED ABILITIES *[Innate proficiencies]*

ABILITY	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Act independently	<input checked="" type="checkbox"/>	
Analyze situations	<input checked="" type="checkbox"/>	
Attend to details	<input checked="" type="checkbox"/>	
Communicate verbally	<input checked="" type="checkbox"/>	
Concentrate	<input checked="" type="checkbox"/>	
Empathize		<input checked="" type="checkbox"/>
Identify problems		<input checked="" type="checkbox"/>
Initiate		<input checked="" type="checkbox"/>
Problem solve		<input checked="" type="checkbox"/>

REQUIRED SKILLS *[Learned proficiencies]*

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SKILL	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Actively listen to fully understand circumstances	<input checked="" type="checkbox"/>	
Use empathy to understand the point of view of others	<input checked="" type="checkbox"/>	
Communicate ideas, thoughts, knowledge and information to foster clarity and engage others		<input checked="" type="checkbox"/>
Focus on details to reduce errors and increase efficiency		<input checked="" type="checkbox"/>
Manage time effectively to ensure all work is completed timely and effectively		<input checked="" type="checkbox"/>
Resolve conflicts to facilitate goal achievement		<input checked="" type="checkbox"/>

SUPERVISORY RESPONSIBILITIES

- None

REPORTS TO

- Police Chief

ESSENTIAL JOB FUNCTIONS

[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]

- Guide school children at designated school crossing intersections, before and after school
- Ensure traffic safety equipment is in good, working order and report any repairs needed to supervisor
- Report unusual or non-compliant traffic behavior to Police Department (failure to stop, excessive speed, etc.)
- Regular and routine onsite attendance

SUPPLEMENTAL FUNCTIONS

[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- All other duties as assigned

PHYSICAL DEMANDS

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Standing	<input checked="" type="checkbox"/>			
Walking	<input checked="" type="checkbox"/>			
Discerning Colors	<input checked="" type="checkbox"/>			
Visual Acuity	<input checked="" type="checkbox"/>			
Lifting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Reaching		<input checked="" type="checkbox"/>		
Bending		<input checked="" type="checkbox"/>		

WORK ENVIRONMENT

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CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Outdoor environments	<input checked="" type="checkbox"/>			
Work in hot, cold, wet surroundings	<input checked="" type="checkbox"/>			
Exposed to continual, multiple distractions		<input checked="" type="checkbox"/>		

EQUIPMENT

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Phones			<input checked="" type="checkbox"/>	
Computer/Laptop			<input checked="" type="checkbox"/>	

SOFTWARE

- No software requirement

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Disclaimer

This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.

I have received and understand the position description.

Employee Signature

Date

Employee Printed Name