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# Job Description

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| **Title: Crossing Guard** | **Dept: Police Department** | **Class: Non-Exempt Part Time** |

**SUPERVISION**

This position reports directly to the patrol Sergeant and Chief of Police.

**DEFINITION**

The School Crossing Guard is responsible for managing traffic to ensure the safe movement of children to and from school. This position operates under the daily supervision of the Patrol Sergeant and the Chief of Police. Duties include monitoring designated street crossing areas, assisting pedestrians, and performing both routine and specialized tasks as needed. The role involves frequent physical activity such as bending, stooping, lifting, and requires prolonged periods of standing and reaching. Crossing Guards must be prepared to work outdoors in all weather conditions.

ESSENTIAL FUNCTIONS

* Ensure pedestrian safety at designated school crossings during arrival and dismissal times
* Hold and display stop signs to control vehicle traffic and allow safe crossing
* Guide children and other pedestrians across streets, ensuring they follow safety protocols
* Monitor traffic flow and adjust crossing assistance based on conditions
* Warn children and adults when it’s unsafe to cross due to oncoming traffic
* Communicate street-crossing rules to students and adults, reinforcing safe behaviors
* Engage with pedestrians to provide guidance and answer questions about crossing safety
* Report unsafe driver behavior or traffic hazards to appropriate authorities
* Remain alert and observant of surroundings, including traffic, weather, and pedestrian behavior
* Wear high-visibility clothing and use safety gear like whistles or reflective vests
* Respond to emergencies or accidents promptly and appropriately
* Coordinate with school officials and law enforcement when needed

MINIMUM QUALIFICATIONS AT ENTRY

Additional qualifications may be specified and receive preference, depending upon the nature of the position.

* Must be at least 18 years of age
* High school diploma or equivalent preferred
* Ability to understand and follow verbal and written instructions
* Strong communication skills and ability to interact effectively with children and the public
* Physically able to perform duties outdoors in various weather conditions
* Must pass a background check and any required screenings (e.g., drug test, fingerprinting)
* Reliable attendance and punctuality

**Knowledge, Skills, and Abilities:**

* Demonstrated ability to build and maintain positive working relationships with colleagues and supervisors
* Capable of understanding and following verbal instructions accurately
* Flexible and adaptable to changes in routine, schedule, or work environment
* Solid knowledge of traffic safety regulations and pedestrian right-of-way laws
* Strong communication skills with the ability to speak clearly and assertively to children, motorists, and the public
* Keen observational skills to assess traffic patterns and make safe crossing decisions
* Ability to remain composed and attentive in high-traffic or stressful situations
* Familiarity with basic emergency procedures and appropriate response actions
* Physically able to stand for long periods and perform duties outdoors in varying weather conditions

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

requires the ability to stand for extended periods, often outdoors in varying weather conditions such as heat, cold, rain, or snow. The role involves frequent walking, reaching, and repetitive arm movements, such as holding and raising a stop sign or signaling to traffic. Crossing guards must be able to lift and carry objects weighing up to 15–30 pounds occasionally. Good hand-eye coordination and strong visual and auditory awareness are essential to monitor traffic and ensure pedestrian safety. The role may also require occasional bending, kneeling, or crouching, and the ability to remain calm and focused in high-traffic or stressful situations.

**Position Type/Expected Hours of Work:**

* Work during peak school hours, typically morning and afternoons when students arrive and leave school

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Classification History

Updated 10/13/2025