

## Position Description

## School Crossing Guard

**Classification Identification:** Non-Exempt / Part-time

**Pay Grade:** One (1)

### ***General Purpose***

Under supervision of a Sergeant in the Police Department, provides assistance to children and other pedestrians in crossing at specified streets along school routes; and performs related work as required.

### ***Essential Duties and Responsibilities***

- Escort children across busy crosswalks and/or intersections.
- Monitor the flow of traffic to ensure safe passage.
- May interact with parents, school personnel, village employees, and others.
- Perform other related duties as assigned.
- Watches for suspicious persons and/or vehicles that may prey upon young children.
- Provides a safe adult presence that young children may go to when they need assistance while going to and from school.

### ***Required Knowledge, Skills and Abilities***

- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to work independently, with a minimum of supervision and utilizing good time management skills.
- Ability to use a hand-held stop sign, flashlight, narrowcane, and sandbag.
- Basic safety rules.
- Basic safe driving rules and procedures.
- Techniques for communicating with children and adults.
- Obtaining the attention and cooperation of school children and other pedestrians.
- Observing and recording license numbers and incident details accurately.
- Following oral and written directions.
- Communicating and acting effectively with co-workers, the supervisor and the general public sufficient to exchange or convey information and to receive work direction.

### ***Desired Minimum Qualification***

- A High School Diploma or GED.
- Village Manager at his discretion may choose to mitigate education requirements with experience.