

MAJOR FUNCTION

This is responsible for directing and supervising School Crossing Guards. An employee in this position performs a variety of complex duties that are specialized in nature, such as maintaining computerized records, collecting and preparing data for special reports and dealing routinely with the public. Work is performed under the general supervision of a higher-level employee. The position also works in the regulation of vehicular and pedestrian traffic in conjunction with the movement of children to and from school.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, supervises, coordinates and reviews the work of personnel using effective methods of activity, leadership and instruction. Interview potential School Crossing Guard candidates, coordinates the processing of background checks. Ensures all School Crossing Guards receive annual certification. Ensures all crossing posts are staffed during the hours that school is opening and closing. Deploys School Crossing Guards to their assigned posts. Assists the assigned Bureau with office tasks such as answering phones, processing time and attendance, and any other office related duty needed.

Other Important Duties

Works as a School Crossing Guard when a vacant post exists. When working as a School Crossing Guard, this position places flashing 20 mph signs at designated places near crossing points and removes them when no longer required; regulates vehicular traffic at designated crossing to permit children to cross safely. Controls the children who use crossing to see that they obey traffic and safety regulations. Reports all traffic hazards to the police. Reports to supervisor flagrant traffic violators, criminal activity, and suspicious persons loitering in the school area. Contacts school officials concerning children who do not cooperate in accomplishing safety objectives. Performs related work as required. Instructs children on pedestrian and bicycle safety when they are crossing a street with or without a school guard present. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of procedures, duties, and responsibilities of the unit of operation to which assigned. Ability to plan, organize, and direct the work of subordinates. Ability to work with the general public as well as fellow employees. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Knowledge of traffic laws, understanding how children think and react around traffic. Ability to accept, obey and carry out orders and special instructions. Ability to understand laws, ordinances and regulations pertaining to traffic. Ability to work with children. Ability to deal courteously and firmly with the public. Ability to safely stop traffic so children can safely cross street. Ability to report traffic hazards and violations. Good physical condition and ability to work regardless of weather conditions.

Minimum Training and Experience:

Possession of a high school diploma or an equivalent recognized certification and five years of experience as a School Crossing Guard. Three years of clerical and/or typing experience in an office environment may substitute for three years of the required School Crossing Guard experience.

Special Internal Requirement

Anyone doing the function of a school crossing guards employed by the City must complete a minimum of two hours of annual retraining.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information

provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 09-14-19
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