**Crosswalk Guard**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief of Police/Crosswalk Coordinator **Classification:** Auxiliary

**Dept/Campus:** Security **Payscale:** Aux-2

**Wage/Hr Status:** Nonexempt **Revised:** December 2014

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Provide for the safety of students in school crossing zones by properly controlling and directing traffic.

**QUALIFICATIONS:**

**Education/Certification:**

None

**Special Knowledge/Skills:**

General knowledge of directing traffic

Ability to follow written and verbal instructions

Patient and calm demeanor with students and others

**Experience:**

None required

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Direct traffic in school crossing zones for the protection of students going to and from campuses.
2. Assure safety of students crossing streets as they enter and depart campuses
3. Directs student movement while utilizing crosswalk
4. Control traffic flow at assigned location to allow the safe and timely arrival/departure of students & school buses.
5. Prepare offense and incident reports and insure accuracy of information contained in reports.
6. Promptly notify Chief of Police or other appropriate authority of any situation requiring immediate attention.
7. A regular and dependable level of attendance is an essential function for this position.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.

**EQUIPMENT USED:**

Stop sign, fire extinguishers, two way radio, and other traffic control equipment as needed

**WORKING CONDITIONS:**

**Mental Demands:**

Maintain emotional control under stress

**Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Strenuous walking, standing, rapid mental and muscular motion; frequent and repetitive movement of arms and hands;

**Environmental Factors:**

May be subjected to adverse and hazardous working conditions, work outdoors in varying climate conditions, exposure to moving vehicles, occasionally exposed to fumes, occasional moderate to loud noise level.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date