

CITY OF OBERLIN JOB DESCRIPTION
School Crossing Guard

Title: Crossing Guard	Department: Police Department
Supervisor: Auxiliary Police Captain	Position(s) Supervised: N/A
Status: Part-Time	Civil Service Status: Unclassified
FLSA Status: Non-Exempt	Exemption Category: N/A
Bargaining Unit: N/A	Pay Grade: Not categorized
	Schedule: 1 hour/morning - 1 hour/evening Monday through Friday – consistent with school schedules

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The School Crossing Guard is responsible for performing a specific safety function, directly related to facilitating a safe passage to school for school-age children. The School Crossing Guard works independently, in the absence of direct supervision, to safely cross pedestrians at assigned intersections, before and after school.

Crossing Guards have serious responsibilities. Oberlin parents are placing their trust and the care of their children into the hands of Crossing Guards every school day. The Crossing Guard shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Crossing Guard shall demonstrate leadership through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Requires the applicant to be 18 years of age or older. Must be able to work with little supervision. This position requires working outdoors, sometimes in inclement weather. Experience working with children or in a position with public contact is highly desirable. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job duties: (*Essential functions are identified by an "*".*)

General Duties*

- Safely escorting pedestrians at assigned intersections, across City streets, in an organized and patient manner, before and after school
- In the morning, the Crossing Guard must arrive at assigned "post" or crosswalk at least 30 minutes *before* the school session beginning and must stay 30 minutes *after* the start of school session to assist late students in crossing
- In the afternoon, the Crossing Guard must arrive at assigned "post" or crosswalk at least 20 minutes *before* the school session ends and must stay at assigned crosswalks for at least 40 minutes *after* the school session ends
- The position requires standing for an extended period of time while holding a stop sign in the air in a position visible to drivers
- Uses non-verbal signals to get and keep the attention of drivers and pedestrians
- Maintains control of pedestrians in crosswalks
- Develops and maintains effective working relationships with those contacted during the course of work
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public
- Crossing Guards are usually hired initially into an "alternate" Crossing Guard position to work on call, if and until a permanent intersection assignment becomes available. The position is part-time, working from 0 to 10 hours per week when school is in session

Supervision

- Works under the supervision of the Auxiliary Police Captain

Unusual or Special Working Conditions:

- Responds to call-outs in times of emergency school closures.
- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Dependability in this position is vital.
- Applicants must be available from 7:00 a.m. to 4:00 p.m. Applicants must be able to respond and report for work within 20 minutes if called in to work an unscheduled assignment. Applicants must be able to work in an outdoor environment and in various weather conditions.


Required Knowledge, Skills and Abilities:

- Knowledge of basic safety crossing techniques
- Knowledge of basic safety principles and practices
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment

Work Environment and Equipment Utilized:

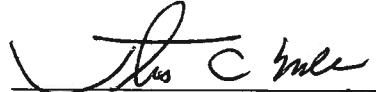
Standard traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 04.07.11

Human Resources Signature/Date

 4/7/11
Appointing Authority Signature/Date

 4/13/11

Supervisor Signature/Date

 4/8/11

Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A