

SCHOOL CROSSING GUARD
PART TIME, TEMPORARY

DEFINITION

To perform duties related to escorting children across roadway intersections.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Escort children across designated intersections.

Observe and report traffic violations.

Promote and enforce safety procedures for pedestrians and bicyclists; survey designated area for potential hazards to the children's health and welfare.

Direct traffic in emergency situations.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Current traffic and safety rules.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Report writing techniques.

Basic computer usage.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk and pick up cones or portable pedestrian signs; stand and wait for children to arrive;; use voice to

School Crossing Guard

Part Time, Temporary

- 2 -

tell children to cross the street and to promote safety; use eyes to watch for traffic; judge distances of cars; identify sounds including the arrival of children and/or vehicles; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with children.

Intermittently, lift or carry weight of 15 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Use a computer to report time worked.

Deal tactfully with the public.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Training:

Education that ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a valid California driver's license.

Necessary Special Requirement

School Crossing Guard

Part Time, Temporary

- 3 -

Must be 18 years of age or older.

12-15-16

06-28-14

07-23-09

10-16-00

10-30-73

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