

JOB DESCRIPTION
School Crossing Guard

Job Class: 1 **Annual Salary Range:** \$15,080 - \$26,208 **FLSA Status:** Non-Exempt

Date: September 2018 **Supervised by:** Public Works Director **Date Approved:** October 2018

JOB DEFINITION

The School Crossing Guard provides pedestrian safety by facilitating the safe passage of people, particularly children, during designated times before and after school. The School Crossing Guard is part-time and requires serious commitment to be at the crossing guard post on each school day, before and after school hours as required. The School Crossing Guard performs his/her duties at Edgerton Elementary School located at the intersection of W. Nelson Street and W. Martin Street. Hours: 10 hours/week when school is in session.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Public Works Director
- Receives occasional supervision from the Edgerton Elementary School principal
- Receives occasional supervision from the Johnson County Sheriff's Office
- Exercises no supervision

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Has authority and responsibility to stop and hold traffic while children crossing within the designated crosswalk as per K.S.A. 8-1533. Should immediately report the license plate numbers of those individuals refusing to stop to the Johnson County Sheriff's Office.	99
2	Attend Edgerton Municipal Court when requested to assist in the prosecution of any individual reported to the Johnson County Sheriff's Office in regards to violation of K.S.A. 8-1533.	1

IMPORTANT JOB FUNCTIONS:

- Report to designated crossing guard location at the assigned time and remain until duty time expires. The location is the intersection of W. Nelson St. and W. Martin St. and the scheduled times will follow the Gardner Edgerton's District schedule for release time, including early dismissal schedules.
- Monitor potentially dangerous, hazardous traffic and/or vehicular problems and report them to the Public Works Director, or his/her designee, or if an immediate hazard, contact 911 or the Johnson County Sheriff's Office.
- Must be able to display good judgment and respond quickly to emergencies.
- Report immediately to the Public Works Director, or his/her designee if unable to report to the location at the assigned time.
- Must have the ability to clearly observe vehicle and pedestrian traffic at acceptable distances and to hear at an acceptable level.

- Able to stand, walk, and wave while holding a 5 lb. sign in an upright position in all weather conditions.
- Enjoy working with children and the public.
- Excellent verbal communication skills.
- Punctual.
- Able to work independently with minimal supervision.
- Professional appearance.

MATERIAL AND EQUIPMENT USED:

Vest

Sign

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Must be at least 18 years of age; and

High school diploma or GED; and

Must successfully pass background check prior to employment.

Licenses and Certifications:

Valid Driver's License with safe driving record during employment

Be willing to obtain certification in CPR and Basic First Aid

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Certified in CPR and Basic First Aid
- Basic knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Basic knowledge of standard operating guidelines and policies, rules, and regulations.
- Basic knowledge of safety procedures for all aspects of job.

Skill in:

- Communicate clearly and concisely, both orally and in writing.
- Excellent attention to detail.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with children, adults, supervisors, co-workers, elected officials, and the public.

Mental and Physical Abilities (in addition to Important Job Functions):

- Able to work with a diverse group of people.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is regularly required to insure the safety of children. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Maintain effective audio-visual discrimination and perception needed for:
 - making observations
 - communicating with others
 - reading and writing

- monitoring assigned activities and operations
- Maintain mental capacity which permits:
 - making sound decisions and using good judgment
 - demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - sitting, standing, or walking for extended periods of time
 - work is performed almost exclusively outdoors including during periods of inclement weather

WORKING CONDITIONS:

Work is performed in in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

Employee	Signature	Date
City Administrator	Signature	Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.