



Position Job Description: Crossing Guard

Job Summary

Crossing Guards are responsible for safely escorting pedestrians across roadways, at designated school crossing during the school year by monitoring traffic flow gaps and adhering to regulations, policies and procedures.

Qualifications

Minimum Requirements	
Education	<ul style="list-style-type: none"> Minimum high school diploma or GED equivalent required
Experience	<ul style="list-style-type: none"> None
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> Ability to regularly report to assigned crossing on time, three times daily. The ability to stand, walk and hold the “STOP” sign for extended periods of time The ability to remain alert and perform the job responsibilities in a safe and timely manner. The ability to provide excellent customer service skills, and to communicate clearly and effectively with pedestrians, residents and school officials. Excellent interpersonal skills; helpful, courteous and professional.

Duties & Responsibilities

- Ensure that the public going to and coming from school are assisted in crossing busy roadways safely at designated locations.
- Use a sign and hand signals when safely escorting pedestrians across the street by identifying gaps in traffic and stopping traffic as necessary.
- Must attend crossing in all weather conditions if school is open.
- Assist in the training of new Crossing Guards as needed.
- Able to attend meetings when required.

Working Conditions

- Work is scheduled in split shifts
- Work is performed outdoors, in all weather conditions.
- Exposure to vehicle traffic, must have the agility to react to potential hazards.
- Continuous standing and walking, stepping down from and up to curbs.
- Must hold a crossing sign and perform physical hand and arm movements.
- Maintain provided safety equipment.

Approvals

	Name	Signature	Date
Chief Administrative Officer			

Important Note:

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Job Description Created: December 2024

	Name	Signature	Date
Incumbent			