



City of Wetumpka

Classification Description

Job Title:	School Crossing Guard Classified: Non-Exempt	Effective Date:	July 2013
Department:	Police	Pay Grade:	A02
Reports to:	Senior Officer	Internal contacts:	Other Police Department employees
Supervises:	N/A	External contacts:	General public, school children

Basic Function and Responsibility: A primary responsibility of all persons assigned to this job title is to escort children that are going to or coming from school across streets. Other responsibilities include ensuring motorists observe caution signs and signals and reporting violations to supervisor.

Characteristic Duties and Responsibilities: *The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, knowledge, skills, and abilities detailed below; any one position may not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.*

Crosswalk

1. Guards street crossing during hours when children are going to or coming from school.
2. Directs actions of children at street intersections to ensure safe crossing.
3. Escorts children across the street.
4. Places caution signs at designated points before going on duty and removes signs at end of shift.
5. Activates lighted school crossing signs at crosswalks.
6. Records license numbers of vehicles disregarding speed and safety precaution signs or signals; reports infractions to supervisor.

Knowledge, Skills, and Abilities (* can be acquired on the job)

1. *Knowledge of traffic codes.
2. Ability to meet "regular and predictable" attendance requirements.
3. Ability to effectively communicate with children and the general public.
4. Ability to understand traffic codes and ordinances related to school crosswalks.
5. Ability to identify and direct oncoming traffic.
6. Ability to control vehicle traffic and pedestrians at crosswalks.
7. Ability to note and copy license numbers of violators.
8. Ability to work without close supervision and to exercise good judgment.
9. Ability to work outdoors during inclement weather conditions.

Experience and Education Qualifications

- Any combination of education and experience that provides the necessary qualifications listed above.

Necessary Special Requirements

- Willing to dress in appropriate uniform.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

I have read the following job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____