

Job Title: School Crossing Guard

Job Summary: This position is responsible for escorting children safely through street crossings and for directly traffic in a school zone. The incumbent may be assigned temporarily to a specialty area within the agency based on needs. This position is a SEASONAL POSITION and persons in this position are only on-duty when children are in school and school is in session.

Pay Grade: 12

FLSA: Non-Exempt

Major Duties:

- Assists children in safely crossing intersections to and from school.
- Records license numbers of vehicles disregarding traffic signals and reports infractions to law enforcement.
- Monitors and stops traffic to ensure children can safely cross the street.
- Controls flow of school buses and other traffic in and out of school premises.
- Employees in this classification may be expected to perform any related duties as required by proper authority.

Knowledge Required by the Position:

- Knowledge of traffic laws and safety principles.
- Knowledge of basic first aid.
- Ability to be alert at all times.
- Ability to direct children and traffic simultaneously.
- Ability to work in a safe manner.
- Ability to learn and understand traffic signals and hand signals.
- Ability to use hand held sign and whistle.
- Must work in the presence of pollen, dust and poisonous insects and plants.
- Must stand, walk and run as needed.

Supervisory Controls: The Field Services Bureau Commander or his/her designee assigns work in terms of agency goals and objectives. The work is reviewed through conferences, reports and observation of activities.

Guidelines: Guidelines include applicable laws, ordinances, rules, regulations and standard operating procedures related to public safety communications and law enforcement standards. These guidelines require sound judgment and interpretation in application.

Personal Contacts: Contacts are typically with pedestrians, school administrators, students and parents, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provide services.

Physical Demands: Eye-hand coordination; ability to stand for periods of time; ability to perform duties in various weather conditions.

Work Environment: Typically performed outdoors at a traffic intersection.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

- High school diploma or equivalent.
- Must have a valid State of Georgia driver's license.

Position Content: *This position classification is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.*
