

## Chittenden Central Supervisory Union Job Description

<b><u>JOB TITLE:</u></b>	Crossing Guard
<b><u>FLSA STATUS:</u></b>	Non-exempt
<b><u>UPDATED:</u></b>	March, 2001
<b><u>POSITION OBJECTIVES:</u></b>	Safe crossing of all students.

**ESSENTIAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS** include the following. Other duties may be assigned.

- Safety of children is No. 1 priority.
- Uniform must be worn.
- Help children cross the street.
- When crossing children, always have both arms extended, using provided Stop sign.
- If at a stop light, cross according to the signal.
- Do not stop traffic to cross children.
- Report all vehicles that cause problems to the School Safety Coordinator; write down pertinent information such as make of car, year, color, driver, license plate number, etc.
- Do not attempt to discipline students.
- Report all problems with children to the School Safety Coordinator; find out his/her name, school he/she attends.

### **SUPERVISION RECEIVED:**

Reports to and evaluated by: School Safety Coordinator

### **SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. High School Diploma or equivalent.
- Language Skills. Ability to read and comprehend simple instructions. Ability to print and speak simple sentences.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; and walk; and talk or hear. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.