



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: School Crossing Guard	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Sergeant	GRADE/RANK: 3 (Part-Time)
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Assists school children to safely cross intersections at certain specified locations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Directs vehicular and pedestrian traffic at specified school crossing locations;
- Assists in the direction of traffic to facilitate the safe movement of school buses;
- Directs the actions of school students during street crossings before and after school hours and;
- Conducts student foot traffic surveys as designated school crossing locations and reports and results to proper police department point of contact.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have knowledge of controlling laws and ordinances as they pertain to school crossing function and first aid procedures. Must have the ability to communicate effectively with children, react appropriately in emergency situations, communicate effectively with the public and be able to follow oral and written instructions.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from grade school and some work experience.

SPECIAL REQUIREMENTS:

Position must work in adverse weather conditions and stand for extended period of time.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires the ability to walk, stand, bend, reach, and lift. Must be able to work in all weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities. Work is performed under general supervision.

EXAMPLES OF EXPECTED DECISION MAKING:

Position will make decisions on when it is safe for school children to cross the streets at the designated crossing locations.

This job description in no way states or implies that these are the only duties to be performed by this employee. The School Crossing Guard will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019