

SCHOOL CROSSING GUARD

THE OPPORTUNITY

The City of St. Joseph is seeking reliable and safety-minded individuals to serve as Seasonal Crossing Guards to help ensure the safety of children and pedestrians at designated school crossings. This is a part-time, seasonal, hourly non-exempt position with work occurring during the school year.

SUPERVISION RECEIVED

Reports to School Resource Officer.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Assist children and other pedestrians in safely crossing streets at designated crosswalks before and after school.
- Stop vehicular traffic by displaying a hand-held stop sign.
- Monitor traffic flow to anticipate and respond to potentially unsafe situations.
- Remain alert and attentive to pedestrian and vehicular activity at all times.
- Communicate clearly and courteously with children, parents, school staff, and the general public.
- Report unsafe driver behavior, accidents, or incidents to appropriate authorities as directed.
- Maintain order at the crossing location and encourage safe behavior by pedestrians.
- Wear and properly maintain all City-issued safety equipment, including reflective apparel and signage.
- Adhere to all City policies, safety procedures, and applicable traffic laws.
- Perform other related duties as assigned.

PREFERRED SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of basic traffic and pedestrian safety rules.
- Strong communication and interpersonal skills; able to interact positively with children, parents, and the public.
- Dependability and punctuality in adhering to assigned schedules.
- Ability to remain calm and make quick decisions in potentially stressful or unexpected situations.
- Attention to detail and strong observational skills.
- Ability to work independently with minimal supervision.
- Willingness to work outdoors in all weather conditions.

REQUIREMENTS

Must be at least 18 years of age.

High school diploma or GED equivalent.

Ability to pass a background check and pre-employment screening.

Reliable transportation to and from assigned crossing location(s).

Availability to work scheduled shifts, typically before and after school hours.

Ability to communicate clearly, both verbally and through hand signals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of Crossing Guard, the employee is regularly required to:

Stand for extended periods of time, often outdoors in varying weather conditions.

Walk short distances repeatedly throughout a shift.

Use hand-held stop signs or other signaling devices to direct traffic and pedestrians.

Perform repetitive arm motions to signal vehicles and pedestrians.

Hear and see within normal ranges, with or without corrective devices, to recognize traffic sounds and observe surroundings.

Speak clearly and project voice loudly enough to be heard over traffic and environmental noise.

Remain alert and responsive to traffic and pedestrian movement at all times.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the ability to work in outdoor environments and tolerate exposure to weather extremes, including heat, cold, rain, and snow.