



School Crossing Guard Job Description

Reports To:	Borough Manager
FLSA Classification:	Non-Exempt
Weekly Hours:	Typically 6am-9am and 2pm-5pm, Monday-Friday, when public schools are in session

Under administrative supervision, the employee in this class is responsible for assisting children in crossing traffic intersections. A School Crossing Guard requires vigilance in directing and protecting children during those hours when they are waiting, boarding or disembarking from the school bus. This position is a part-time one requiring the incumbent to serve at an assigned post. A School Crossing Guard is not a member of the uniformed Police Department of a municipality and does not perform police duties.

Duties include:

- Monitor traffic flow to locate safe gaps through which pedestrians can cross streets.
- Monitor access or flow of people to prevent problems.
- Direct or escort pedestrians across streets, stopping traffic as necessary.
- Maintain a crossing area that is free of hazards, and employ the appropriate tools and equipment, including lights, flags and hand signals
- Communicate traffic and crossing rules and other information to students and adults.
- Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.
- Record information about suspicious objects.
- Communicate situation details to appropriate personnel.
- Report the unsafe behavior of students to school officials to reduce the risk of someone getting hurt while crossing or waiting to cross a street

Education/Training:

- High school diploma or equivalent.
- Keen understanding of local traffic laws and regulations

Knowledge, Skills, And Ability:

- Ability to establish and maintain effective working relationships with employees, other borough staff and the general public.
- Familiarity with directing traffic using tools such as lanterns and hand signals
- Ability to interact with citizenry in a professional manner.

Supervisory and Managerial Responsibility:

- No

Minimum Qualifications:

- Social perceptiveness and strong eyesight

Physical Demands and Work Environment:

Physical Abilities: Tasks involve the ability to exert physical effort in moderate work, typically involving some combination of standing and walking, but may also include occasional stooping, kneeling, or crouching. The majority of a normal workday involves standing or walking.

Sensory Requirements: Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, snow and ice, fumes, temperature and noise extremes, vibrations, and traffic hazards.

This job description is neither an employment contract nor is it intended to be all inclusive of the work performed, and other duties may be assigned as needed.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date