

POSITION DESCRIPTION

School Crossing Guard

Department:	Police
Date:	October 2023

General Purpose

Performs routine public safety work to ensure the safe passage of school-age children across heavily traveled streets and intersections while enroute to and from school.

Supervision Received

Works under the supervision of the police department day shift supervisor.

Essential Duties and Responsibilities

Maintains a presence at assigned intersection each day that school is in session at the times assigned: during a typical school year, these times are usually between 7:25 AM – 7:50 AM in the morning and 3:25 PM – 3:50 PM in the afternoon. However, the starting/ending times may vary with late starts and early release days based on the school schedule as determined by Austin Public Schools, but is typically during the one hour prior to the start of the school day and one hour at the end of the school day.

Scheduled half days would require the second session time to be modified.

Monitors school schedules during inclement weather and reports to assigned location in the event that school is dismissed early.

When traffic permits, gets into traffic with flag to assist children in crossing the street.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications

Education and Experience:

High school diploma or GED equivalent;

Necessary Knowledge, Skills and Abilities:

- A. Ability to establish and maintain effective relationships with young children;
- B. Ability to exercise sound judgment in evaluating situations and in making decisions;
- C. Ability to follow verbal and written instructions;
- D. Ability to function independently yet accept supervision as required;

E. Ability to effectively deal with the public, using tact and sound judgment.

Special Requirements

Successful completion of background check.

Tools and Equipment Used

Crossing guard flag.

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 this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects and tools; reach with hands and arms; stoop or crouch.

Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet, cold and/or humid conditions.

The noise level in the work environment is usually moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.