

## JOB DESCRIPTION

**Position:** School Crossing Guard

**Reports To:** Police Sergeant  
Non-Supervisory

**Pay Grade:** \$11.00 -12.00 per hour

**Job Summary:** This position is responsible for directing traffic in school crossing zones for the protection of children going to and from school during assigned times on regular school days.

**Minimum Requirements:**

- High school diploma or equivalent
- Valid Texas Motor Vehicle Class C Operator's License
- Ability to maintain an effective relationship with school children, parents, other members of the public and the police department and school officials
- Attend orientation or training class on vehicular and pedestrian traffic control as required
- Must have general knowledge of traffic laws, designated school zones and crossing areas
- Must be able to communicate effectively with people of all age groups

**Major Duties and Responsibilities:** Job duties and responsibilities are not intended to reflect all duties performed within the job.

- Assists children in crossing the street during peak school traffic hours at designated school zone areas
- Regulates vehicular traffic at designated crosswalks in such a manner that safety of school age children will be significantly enhanced when using these crosswalks
- Establishes rapport with children using crosswalks to enlist their support of safety efforts
- Employs proper signals and other paraphernalia designed to assist in control of traffic
- Oversees children to ensure they walk in designated crossing areas
- Reports any unsafe, hazardous, or perilous conditions to the Police Department
- Adheres to the personnel, safety and departmental policies and procedures
- Informs supervisor of all work activities
- Follow verbal and written directives
- Communicate courteously and effectively with other people and maintain a pleasant and friendly personality at all times
- Ability to report to work daily at various locations as assigned
- Performs other duties as assigned

**Work Environment:** Work in an outdoor environment subject to extremes of temperature, inclement weather and exposure to dust, fumes and loud noises caused by the normal flow of vehicular traffic. Regular work hours are peak school traffic hours during the morning and afternoon on regular school days. Need manual dexterity and visual acuity. This position requires a professional demeanor and an orientation towards customer service.

*THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.*

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Employee Signature

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Date