

## LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

**JOB TITLE:** Crossing Guard

**JOB GOAL:** Assist students and adults in safely crossing the streets at assigned crosswalks surrounding a school site.

**REPORTS TO:** School Principal

**QUALIFICATIONS:** Must be able to stand or walk 1 hour, twice daily in all weather conditions.

Must have good vision.

Must be able to lift arms to display stop sign.

Must be able to relocate traffic safety cones.

Must be able to physically pull a child out of danger.

Read, understand and follow verbal and written directions, and give information in the English language.

Utilize applicable technology to support performance responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

#### **General**

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### **Specific**

1. Provide safe, secure passage for children and adults walking, riding bicycles, etc. at designated school crosswalks.
2. Enforce all District and school policies and rules in the operation of the crosswalk.
3. Report any problems or safety concerns arising at the assigned crosswalk to the site principal and local law enforcement agency.
4. Maintain appropriate, consistent verbal communication with students and adults at assigned crossing locations.
5. Maintain visual contact with all pedestrian and vehicular activity occurring at and around assigned crossing post.
6. Follow safety and security guideline and policies to provide safe passage.
7. Establish rapport with students and adults in work area.
8. Report to assigned post on time and with proper safety gear.
9. Properly use safety gear such as traffic signs, cones and clothing.
10. Be dependable by consistently reporting to work on assigned days at assigned time.
11. Provide advanced notice and arrangements when unable to attend work.
12. Participate in informational and safety training meetings.
13. Ability to keep time sheets and record of daily activities.
14. Report improper or suspicious activity to the Principal and law enforcement as needed.
15. Perform such other tasks and assume such other responsibilities as the Principal or designee may from time-to-time assign.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

### **EVALUATION:**

Performance in this position will be evaluated every two years in accordance with the provisions of the applicable policies of the district.

### **TERMS OF EMPLOYMENT:**

Salary, benefits, work/days as established by the Board of Education. (At-will employee.)