

DeKalb County School District

Position Specification

Title: School Crossing Guard

DIVISION: School-Based

GRADE/SCHEDULE: SCG99

DEPARTMENT: School-Based

WORKDAYS: 185

REPORTS TO: Principal

FLSA STATUS: Non-Exempt

RETIREMENT: N/A

APPROVED (HR): June 1, 2019

General Statement of Job

Under general supervision, provides for the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in the traffic and leading children across the roadway or intersection.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none">Assists children on their way to and from school in safely crossing roadways and intersections
<ul style="list-style-type: none">Escorts children across the roadway or intersection while holding a stop sign in such a manner as to be visible to approaching vehicles
<ul style="list-style-type: none">Monitors the conduct of children and reports negative conduct of student(s) to the appropriate authority
<ul style="list-style-type: none">Attends monthly in service training and strategic planning meetings
<ul style="list-style-type: none">Performs other duties as assigned

Education and/or Experience

High School Diploma or GED preferred.

Certificates, Licenses, Permits

A valid Georgia driver's license required.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Knowledge, Skills & Abilities

Knowledge of applicable DeKalb County Public Safety policies, rules, and procedures with emphasis on traffic control, understanding of Georgia traffic laws, traffic signals and traffic patterns and knowledge of safety procedures.

Skills in working with children and adults. Must have the skills and abilities to hold a handheld stop sign above the head in an upright position while in the roadway.

Ability to understand and carry out oral and written instructions, ability to work in inclement weather throughout the year, ability to show courtesy and tact and to maintain an effective working relationship with others. Ability to use technology to complete daily assigned tasks appropriate for the position. The individual must possess the ability to amicably interact with children and have good judgment in overseeing their safety. The crossing guard must have a good understanding of traffic signals and traffic patterns. All work is performed outdoors in all type of weather conditions and individual is required to be in good physical conditioning with good mobility.

ADA Requirements:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated light work.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.