

Elementary School District 159

Job Description

TITLE: Crossing Guard

DEPARTMENT: Building Support

EFFECTIVE DATE: IMMEDIATELY

POSITION SUMMARY:

The School Crossing Guard is responsible for ensuring the safe crossing of elementary school students and pedestrians at designated intersections before and after school. This position plays a critical role in student safety by monitoring traffic, directing pedestrians, and promoting safe crossing practices.

This is a part-time position requiring approximately 1.5 hours per school day, including morning arrival and afternoon dismissal.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Building Principal or Designee

Supervises: Students during street crossing activities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Safely assist students and pedestrians in crossing streets at assigned locations
- Monitor and control traffic flow using appropriate hand signals and crossing procedures
- Supervise and guide students to ensure safe and orderly crossing practices
- Remain alert to traffic hazards and changing conditions (weather, visibility, etc.)
- Ensure students cross only at designated times and locations
- Report unsafe conditions, incidents, or accidents to school administration or local authorities
- Maintain a visible and professional presence while on duty
- Adhere to all district safety protocols and local traffic regulations
- Arrive on time and remain at post for the full scheduled shift
- Perform other duties as assigned

Work Schedule:

- Approximately 1.5 hours per day
 - Morning shift: Prior to the start of school
 - Afternoon shift: During school dismissal
- Work is performed outdoors in varying weather conditions. Scheduled time is contingent upon the principal's discretion.

KNOWLEDGE, SKILLS AND ABILITIES:

The qualifications listed below are representative of the knowledge, skill and/or ability 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.

Knowledge:

- Basic traffic laws, pedestrian safety rules, and crossing procedures
- Safety practices related to school environments

Skills:

- Strong observational and situational awareness skills
- Effective communication skills, especially with children
- Ability to make quick, sound decisions in potentially hazardous situations

Abilities:

- Ability to supervise children in an outdoor, traffic-controlled environment
- Ability to stand for extended periods and work outdoors in all weather conditions
- Ability to remain calm, alert, and focused in a fast-paced environment
- Ability to interact positively with students, parents, staff, and community members
- Ability to follow directions and adhere to established safety procedures

Qualifications

- Reliable and punctual with a strong sense of responsibility
 - Demonstrated ability to work independently with minimal supervision
 - Commitment to student safety and community service
 - Must be able to pass a background check in accordance with district policies
 - Consistent attendance and reliability are essential to ensure student safety.
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EDUCATION AND EXPERIENCE

- High school diploma or equivalent preferred
- Prior experience working with children, in safety-related roles, or in positions requiring strong awareness and public interaction is preferred, but not required
- Training will be provided
- Relevant experience may include, but is not limited to: customer service, security, traffic control, delivery driving, warehouse operations, caregiving, or any role requiring attentiveness to surroundings and public safety

Important:

This position requires individuals who are dependable, attentive, and comfortable working outdoors in all weather conditions, including cold, heat, rain, and snow. Candidates should be prepared for a **split daily schedule** (morning and afternoon shifts) and must be able to maintain focus and awareness in an active traffic environment.

Applicants are encouraged to consider whether this schedule and work environment align with their availability and preferences before applying.

WORK ENVIRONMENT AND CONDITIONS**Physical Requirements**

- Ability to stand, walk, and remain outdoors for the duration of shifts
- Ability to lift and hold a stop sign paddle and use arm signals
- Ability to work in varying weather conditions including heat, cold, rain, and snow

Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

TERM OF EMPLOYMENT:

- 10 month position
- Union based (Collective Bargaining Agreement)
- No benefits are provided with this position

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.