

Johnston Community School District
P.O. Box 10
Johnston, IA 50131
3/2016

POSITION: **Substitute Crossing Guard**

JOB SUMMARY: Provide for the safe movement of children to and from school when crossing public roadways and intersection. School crossing guards are not to engage in traffic direction or control.

QUALIFICATIONS: High School Diploma or GED
Ability to work in a positive manner with students
Possess positive interpersonal skills
Valid Iowa Drivers license.

REPORTS TO: Director of Transportation

SUPERVISOR/EVALUATOR: Director of Transportation

TERMS OF EMPLOYMENT: Substitutes are called and used on an “as needed basis” with no guarantee of hours or days.

PERFORMANCE RESPONSIBILITIES:
PERSONAL PERFORMANCE CRITERIA

- Works well with others, maintaining positive and effective communication with school personnel and students
- Contributes to creating a positive work environment
- Demonstrates integrity and respects confidentiality
- Arrives on time and works consistently until the end of his/her scheduled day
- Assists children on their way to and from school safely across roadways and intersections and observe gaps in traffic, utilizing traffic signals when available.
- Leads children across roadways or intersection while holding a “stop” sign and wearing an appropriate traffic vest in such a manner as to be visible to approaching vehicles.
- Works independently and with confidence
- Demonstrates ability to grasp and adjust to new and changing situations
- Demonstrates initiative and ability to work without close supervision

PROFESSIONAL PERFORMANCE CRITERIA

- Supervises students crossing roadways.
- Reports relevant matters to the Transportation Director.
- Displays ability to effectively handle varied situations.
- Demonstrates knowledge and awareness of school policies and regulations.
- Demonstrates good judgement and reasoning ability to avoid subjecting children to dangerous traffic conditions.
- Provides own transportation to/from crossing guard location as assigned.

- Must have the ability to see and hear sufficiently to identify safety hazards.
- Must have the ability to lift, carry, push, and pull up to 15 pounds.
- Duties and responsibilities as requested by supervisor may vary from time to time

Non-discrimination Statement

It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Kacer, Executive Director of Human Resources, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470.