

School Crossing Guard

FLSA Status: *Non-Exempt*
Grade: 2

General Definition of Work

Performs manual work directing traffic around schools, assisting children crossing traffic to and from school, and related work as apparent or assigned. Work is performed under the moderate supervision of the Police Sergeant. This is a part time job, 4 hours a day Monday through Friday.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Controls traffic at designated crossing enabling children to cross safely.
- Regulates children using the crossing ensuring they obey traffic regulations.
- Helps to remind drivers of the presence of children, pedestrians, and bicyclists.
- Helps parents to feel comfortable about their children walking or bicycling to school.
- Takes action with children failing to cooperate and report as required.

Knowledge, Skills and Abilities

General knowledge of traffic regulations; general knowledge in preparing reports and other types of correspondence; general knowledge in the use of standard office equipment and associated software; general knowledge in the use of the equipment required for the position; ability and willingness to work in inclement weather throughout the year; ability to follow oral and written instructions; ability to deal courteously and firmly with children, vehicle operators, school personnel, and citizens; ability to understand and carry out oral and written instructions and ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish and maintain effective working relationships with parents, teachers, general public, and members of the Police Department.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires reaching with hands and arms, lifting and repetitive motions, frequently standing, walking, speaking or hearing, using hands to finger, handle or feel and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arm's length, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, working near moving mechanical parts, exposure to fumes or airborne particles and occasional exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Special Requirements

- Reliable motor vehicle transportation is required.
- Possession of an appropriate driver's license valid in the State of South Carolina.