

SCHOOL CROSSING GUARD

Job Description Form

Job Title: School Crossing Guard

Employer: Village of Manteno

The Village of Manteno is currently recruiting for several School Crossing Guards in the Police Department. You can be an important member of a successful team of individuals committed to the safety of schoolchildren in our community. School Crossing Guards work approximately 10 hours per week, Monday through Friday, during the regular school year at designated locations in the village assisting elementary, middle and high school students.

Example Schedule:

7:30- 8:30 am & 2:30-3:30 pm;

- Times are subject to change on ½ day school schedules

Job Description:

Crossing guards assist children in crossing the street on their way to and from school. Crossing guards provide safe crossings of the roadways and model appropriate street skills and behavior for children.

They do this by:

- Choosing good times to step into the street to create gaps in traffic
- Standing in the roadway with STOP paddle continuously raised to shoulder height to show that pedestrians are using the crosswalk. Could stand for 60 minutes of time.
- Stands as necessary to properly do the job for the duration of the shift.
- Verbally directing children across the street
- Recognizing and communicating potentially dangerous traffic situations and hazards in the environment
- Fulfilling job requirements outdoors in all weather, including rain, fog, snow, sleet, cold, heat, humidity, and wind

Crossing guards will perform all other duties assigned.

Essential Functions	Physical Demands
Chooses good times to step into street to create gaps in traffic	Vision, Hearing, Agility/Balance, Standing, Walking, Reaching
Stands in roadway with STOP paddle (weighing 3 -5 lbs.) raised continuously to show that pedestrians are using the crosswalk.	Standing, Walking, Turning/Twisting, Lifting, Holding, Agility/Balance
Verbally directs children across street	Communicates clearly, courteously, and firmly
Recognizes and communicates potentially dangerous traffic situations and hazards in the environment	Vision, Hearing, Communicates verbally and in writing

Physical Demand Description:

Physical Demand	Description	Frequency
Standing/Walking	Stands and walks on various surfaces including asphalt, concrete, uneven pavement, dirt, grass, uneven ground	Continuously
Lifting/Holding/Reaching	Lifts and holds STOP paddle at shoulder height	Continuously
Turning/Twisting	Turns head and body to observe traffic and children approaching crosswalk	Continuously
Agility/Balance	Lifts both feet over curb and steps off curb Walks on snow, ice, uneven pavement Can react and move quickly to avoid vehicles	Continuously
Communicate verbally	Speaks clearly, and firmly to instruct child pedestrians and other pedestrians during crossing	Continuously
Communicate in writing	Writes sufficiently to report problems	Occasionally
Tolerance for weather extremes	Performs crossings in rain, fog, snow, sleet, cold, heat, humidity, and wind	Continuously
Vision	To observe vehicles and pedestrians, read signs, and recognize potentially dangerous traffic situations and environmental hazards such as potholes, ice, sidewalk obstructions	Continuously
Hearing	To recognize vehicles approaching from any direction, backup alarms, horns; to hear children and other pedestrians speaking in a potentially noisy, distracting environment	Continuously

Education, Training and Experience

Required:

- Must have a High School Diploma or equivalent. **Or** Any combination of education and experience equivalent to graduation from high school.
- Must be 18 years of age or older.
- Must be a U.S. citizen
- Must successfully pass a thorough criminal history and background check.
- Valid Driver's License may be required.