

**MILLERSVILLE BOROUGH
POSITION DESCRIPTION**

JOB TITLE: School Crossing Guard
DEPARTMENT: Police Department

GENERAL SUMMARY: Under general supervision perform school crossing duties when school is in session, to ensure the safety of school children crossing state or local roads on the way to or from Millersville Area School District Buildings; enforce traffic and crosswalk safety rules and provide assistance to school children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Display traffic signs to stop traffic and allow for safe crossing of school children; observe and listen for vehicles while signaling for children to cross; allow flow of traffic to resume when children complete crossing.
2. Communicate rules of crossing to children; watch for unsafe behavior, e.g. crossing at non-designated locations, standing on the street, distracting Crossing Guard during performance of duties, horseplay near or on the crosswalk; provide reminders or warnings to children who do not follow rules; report non-compliant behaviors to supervisory adult.
3. Identify person(s) who disobey signal of crossing guard or are viewed exceeding the speed limit or driving recklessly in a school zone; record license plates of vehicle and/or description of person; communicate crosswalk safety rules to parents or others who are non-compliant.
4. Observe persons in area of crosswalks to detect suspicious behavior, e.g. loitering with no apparent purpose, approach to child where child is unfamiliar with person or contact is unwanted; report suspicious activity to police.
5. Assist school children with crossing street; help children get up who trip or fall, provide support to school students with disabilities if barriers prevent safe crossing.
6. Attend meetings or training to review safety rules and procedures.
7. Report questions or observations of unsafe conditions to Chief of Police.
8. Direct traffic at post to alleviate congestion if heavy traffic impedes crossing.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below.

Knowledge:

Advanced knowledge of School Crossing Guard Policies and Procedures.*

Advanced knowledge of traffic signs, regulations and safety principles.

Advanced knowledge of CPR and first aid techniques.*

Advanced knowledge of traffic hand signals.*

Basic Knowledge of two-way radio operation.

SCHOOL CROSSING GUARD

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Abilities:

Ability to show polite and courteous behavior towards the public.
Ability to promote positive interactions with school children.
Ability to remain calm when responding to angry, upset or frightened persons.
Ability to enforce crosswalk rules in a fair and even-handed manner.
Ability to recognize traffic signs.
Ability to record license plates and provide accurate descriptions of persons and vehicles.
Ability to stand or walk for prolonged periods of time in varying weather conditions.
Ability to detect sights and sounds at and around crosswalk area while simultaneously conducting crossing duties.

Working Conditions:

Work is performed alone in the outdoors, often during various inclement weather conditions. Work occasionally involves responding to angry or upset individuals. Work frequently involves some threat to personal safety; adherence to safety rules and procedures will control the risk.

DISCLAIMER:

Position descriptions are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO:	Police Chief
FLSA STATUS:	non-exempt
DATE:	May 1995
REVISED:	April 20, 2010