



Ashwaubenon Public Safety Department



POSITION DESCRIPTION

I. Title: ADULT SCHOOL CROSSING GUARD

Reports To: Captain of Investigations

II. Job Summary:

This position performs vehicular and pedestrian traffic control and monitoring duties, at an appointed post, during the school year and possibly during the summer, particularly for the purpose of protecting school children crossing heavily traveled streets.

Employees are typically scheduled to work (2) two to (3) three hours per day.

III. Reporting Relationship:

Crossing Guards work under the general supervision of the Lieutenant of Investigations and School Liaison Officers and then through the appropriate chain of command to the Chief of Public Safety.

IV. Duties and Responsibilities:

- A. Provide assistance to children crossing streets on their way to and from school and any other pedestrians crossing the street during the times assigned.
- B. Counsel children regarding unsafe behavior.
- C. Use Department issued safety equipment consisting of a safety vest and a hand-held "STOP" sign.
- D. This position requires continuous observation of traffic conditions before periodically walking into the street to halt vehicular traffic by displaying the hand-held "STOP" sign. The guard permits crossing only when absolutely certain all traffic is halted and permits traffic to resume only after all children have fully crossed the street.
- E. Document and report school crossing violations made by motorists including accidents and failure to obey traffic signals to supervisor or Ashwaubenon Public Safety.
- F. Summon emergency help if needed, such as, police or fire.

V. Minimum Education and Qualifications:

- A. Ability to pass a personal background investigation.
- B. Must be able to successfully complete training after hire.
- C. Must have transportation available to reach assigned corners, be punctual, and reliable.
- D. Knowledge, skills, and abilities in the following areas:



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- a. Knowledge of proper methods used in safely directing vehicular and pedestrian traffic. Ability to remain calm and in control at all times. Ability to communicate to children and adults in a courteous and friendly manner in order to maintain a safe environment.
- b. Ability to apply principles of logic to define problems, collect data, establish facts, and draw valid conclusions.
- c. Ability to read safety rules, street signs, newspapers, maps, and other information.

VI. Physical Demands:

- A. Ability to stand for approximately 2 hours.
- B. Ability to reach with hands and arms and hold a hand-held stop sign.
- C. Use specific vision abilities that are required by this position, which includes close vision, peripheral vision, depth perception, and the ability to adjust focus; must ambulate independently, manual dexterity required.
- D. Ability to use all parts of speech in a manner understandable to the receiver, ability to speak effectively, with a voice, diction, phonetics and grammar that are understandable and audible to the listener and with poise, voice control and confidence.
- E. Regular and prompt attendance is essential; mental effort is required daily; job is performed outside and is subject to exposure to the elements: heat, cold, and wet conditions; job is subject to environmental and/or physical hazards.

VII. Policy and Procedures:

Crossing Guard will be provided a department issued safety vest, stop sign, and winter jacket. It is a requirement to wear the vest when crossing children.

Policies, procedures, rules and regulations of the Ashwaubenon Department of Public Safety shall be followed, and this job description shall not be interpreted to supersede them.

Employee Name (Please Print)

Date

Employee Signature

Revised: June 2018