

---

## **Job Description – Crossing Guard**

---

**Primary Function:** Under the direction of the Principal or Assistant Principal, assists students and others to safely cross the street at assigned intersections during designated hours.

### **Responsibilities/Duties:**

- Identifies potential traffic safety hazards and responds quickly to protect students and avoid incidents
- Ensures a smooth and expedient flow of both vehicular and foot traffic
- Follows and upholds district safety requirements and reports traffic violations and student misconduct in accordance with district procedures
- Communicates safety and traffic rules to students and parents as needed
- Corrects unsafe conditions when possible and reports any conditions that are not correctable to supervisor as soon as practicable
- Follows district safety protocols and emergency procedures

### **Other**

- Demonstrates behavior that is professional, ethical, and responsible
- Maintains Confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

### **Knowledge and Abilities:**

Knowledge of:

- Traffic safety regulations
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Identify and respond quickly to traffic safety hazards
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Develop, plan and organize daily operations
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines

**Education/Licenses/Experience:** None required.

### **Working Conditions:**

**Tools/Equipment Used:** handheld traffic signs, traffic cones, reflective safety attire

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours

**Calendar and Salary Range:** 174 workdays. See current pay grade on the Paraprofessional Compensation Plan.

**Revised:** 1/10/2024

---

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

---

Employee Signature

Date