



**JOB DESCRIPTION DRAFT DIRECTIONS:**

Please fill in each **red highlighted input field** and submit this job description draft to your HR Partner. Your HR Partner will submit to Compensation for review.

## Job Description

<b>Job Title:</b> School Crossing Guard		<b>Date:</b> 8-27-2021
<b>FSLA Status:</b> <i>(To be completed by HR)</i> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Reports To:</b> Director, Campus Security	
<b>Pay Grade:</b> <i>(To be completed by HR)</i> \$15.87hr	<b>Job Code:</b> <i>(To be completed by HR)</i> 7533	<b>Bargaining Unit:</b> <i>(To be completed by HR)</i> None
<b>Department:</b> School Based/Safety	<b># of Direct reports:</b> 0	<b>Work Year:</b> 184
<b>JOB OBJECTIVE</b> – Describe general objectives. Include the purpose of the job, expected outcomes and results, and overview of areas of accountability.		
The School Crossing Guard program is designed to supervise the safe crossing of elementary age school children when crossing streets on their way to and from schools. The School Crossing Guards are not enforcement officers and have no authority to enforce traffic laws.		
<b>ESSENTIAL FUNCTIONS</b> – Describe general or broad functions of work. <b>List should not include more than 10-12 functions.</b>		
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1. Ensure that turning motorists yield the- right of way to pedestrian school children.		of Time
2. Ensure that children obey the traffic signals.		
3. Ensure that children do not start across the street when there is insufficient time remaining for them to cross on the green or walk light.		
4. Instruct children in good safety habits, such as walking only with the green or walk light, using crosswalks, checking traffic before starting across the street, walking rather than running, and using the pedestrian push button where installed.		
5.		
<b>LICENSURE &amp; CERTIFICATION</b> – Include licensure and certification requirements, if applicable.		
<ul style="list-style-type: none"> <li>• none</li> </ul>		
<b>EDUCATION &amp; EXPERIENCE</b> – Describe the minimum education and experience required for the job.		
<ul style="list-style-type: none"> <li>• High School Degree or equivalent</li> </ul>		
<b>KNOWLEDGE &amp; OTHER QUALIFICATIONS</b> – Describe specific knowledge and qualifications required for the job.		
<ul style="list-style-type: none"> <li>• Knowledge of current Colorado traffic laws; emergency procedures</li> <li>• Knowledge of school rules, policies and disciplinary steps</li> <li>• Identifying and responding to emergency situations</li> <li>• Moderate responsibility for the care, condition and use of materials, equipment, and tools; great responsibility for the use of discretion and independent judgement in the safe crossing of children.</li> <li>• Ability to communicate effectively verbally and in writing, using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with children, parents, and school employees.</li> <li>• Ability to use accurate judgement of traffic flow, speed and direction of travel, prioritize activities, regular use of hand-held stop sign, reflector vest, cones and 20 MPH flashing lights.</li> </ul>		
<b>WORKING CONDITIONS</b>		
<ul style="list-style-type: none"> <li>• <a href="https://financialservices.dpsk12.org/wp-content/uploads/sites/23/Crossing_Guard.pdf">https://financialservices.dpsk12.org/wp-content/uploads/sites/23/Crossing_Guard.pdf</a></li> </ul>		
<b>EQUIPMENT &amp; VEHICLES USED</b>		
<p><i>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.</i></p>		

