



Littleton Elementary School District Position Description

TITLE: Crossing Guard

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To assist students to cross traffic thoroughfares, and provide all possible safety measures against traffic dangers.

PRINCIPAL DUTIES: (essential functions)

- Assists students to safely cross intersections and thoroughfares at established crosswalks and in accordance with District safety standards.
- Places and removes "school zone" signs in roadway.
- Provides for the safe movement of children to and from school by observing gaps in the traffic and leading the children across the intersection; warns children of danger as necessary.
- Holds a "stop" sign in such a manner as to be visible to approaching vehicles.
- Monitors students and enforces District policies and rules of conduct; reports behavior issues and other concerns to supervisor or Principal.
- Reports motorists who violate school zone traffic laws.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of safety rules and regulations.

Skill in reacting quickly to situations that could create safety and security problems.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is performed outdoors, close to vehicular traffic flow, with light physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 10 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; experience working with children is desirable; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

REQUIRED LICENSE/CERTIFICATION: None.

TERMS OF EMPLOYMENT: Nine months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____