



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

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| POSITION TITLE | Crossing Guard |
| SCHOOL/DEPARTMENT | Transportation |
| SALARY | Salary Grade 53 plus supplement |
| FLSA STATUS | Non-exempt |
| REPORTS TO | Director of Transportation |
| SUPERVISES | None |
| WORK WEEK SCHEDULE | Monday – Friday |
| WORK HOURS | Per schedule |
| NUMBER OF MONTHS PER YEAR | 10 |

POSITION PURPOSE:

The Crossing Guard is responsible for crossing students safely at dedicated and marked crosswalks at intersections while utilizing proper safety procedures.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of traffic safety regulations
- Basic knowledge of safe crossing techniques
- Basic knowledge of safe behavior expectations
- Knowledge of basic chain of command for reporting concerns, violations of policies, complaints, and/or safety hazards
- Knowledge of locations and purposes of street traffic signs within assigned patrol areas
- Ability to discern situations that could impact the safety of students and to address them immediately and effectively
- Ability to communicate effectively with students, adults and members of the community
- Ability to follow directions and to communicate effectively orally and in writing

- Ability to learn responsibilities within the first week of employment

EDUCATION, TRAINING, AND EXPERIENCE

- Education and experience equivalent to a High School Diploma or GED
- Must be 18 or over
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- CPR and/or First Aid Training and/or Certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor traffic flow to locate safe gaps through which pedestrians can cross streets
2. Monitor access or flow of people to prevent potential problems from occurring
3. Direct or escort pedestrians across streets, stopping traffic as necessary
4. Direct vehicle traffic
5. Direct traffic movement or warn of hazards using signs, flags, lanterns and hand signals
6. Warn individuals regarding rule violations and safety concerns
7. Guide or control vehicular and pedestrian traffic at such places as street and railroad crossings and construction sites, as applicable
8. Communicate traffic and crossing rules and other information to students and adults
9. Inform the public about policies, services and/or procedures
10. Report unsafe behavior of students to school officials
11. Report and discuss performance, complaints or violations with supervisors
12. Stop speeding vehicles in the controlled area and warn drivers of traffic laws
13. Record license numbers of vehicles disregarding traffic signals; report infractions to supervisor
14. Distribute traffic control signs and markers at designated points
15. Discuss traffic routing plans and control point locations with supervisor
16. Perform additional duties as assigned by the Director of Transportation

| WORKING CONDITIONS | |
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| PHYSICAL DEMANDS | Work involves long periods of standing and walking. Work is considered light physical work requiring the exertion of up to 20 pounds of force. |
| WORK ENVIRONMENT | Employees in this position are required to work in outdoor environments subject to various types of weather conditions and road hazards. Employees are also exposed to traffic conditions and entering streets to stop oncoming traffic. This employee also comes into direct contact with OCS staff, students and the public. |
| ACKNOWLEDGEMENTS | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
| | |
| <i>Reviewed by: Employee's Signature</i> | <i>Date</i> |
| | |
| <i>Approval by: Supervisor's Signature</i> | <i>Date</i> |
| The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*