Job Description

Job Title:	School Crossing Guard	Classification:	Unclassified
Department:	Police	Grade:	540
Status:	Part-Time	FLSA:	Non-Exempt

Primary Purpose

Under limited direction; assists school children safely across streets; reports problems requiring possible police action; performs related work as required.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists children on their way to and from school in safely crossing roadways and intersections.
2. Requests school children to wait at curbing for safe crossing and to dismount from bicycles or remove roller skates.
3. Halts traffic by hand signal and stop sign, giving due consideration to the distance required to stop and the avoidance of unnecessary traffic congestion.
4. Reports traffic hazards and flagrant traffic violations to the Police Department.

Other Duties

- Attends and participates effectively at departmental staff meetings, as required.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Relevant and appropriate traffic control methods; traffic flow patterns of assigned school; department policies and procedures relevant to the position of School Crossing Guard.

Skill in: Communicating, directing, and coordinating the movement of children; monitoring the flow of traffic; following oral and written instructions; maintaining attention of children with distractions present.

Education: High school diploma or GED equivalent required.

Experience: No prior work experience required**.**

Licenses and Certifications: A valid state issued driver's license is not required; however, transportation to and from work and off-site training programs must be accomplished without impacting attendance.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Employees are required to lift, carry, and hold, above their heads, apparatus weighing up to 5 pounds. Must be able to stand/walk on potentially uneven and/or slippery surfaces for up to 90 minutes twice a day, per assigned shift. Fieldwork exposes employees to rain, heat, snow, and freezing conditions. The workplace may include traffic hazards, construction, constant noise, and hazardous fumes. Exposure to distracted drivers and the possibility of motorists' abusive language are considerations while enforcing the department's policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be able to work assigned hours, typically requiring split shifts.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	