Job Description

Job Title:	School Crossing Guard Coordinator	Classification:	Unclassified
Department:	Police	Grade:	560
Status:	Part-Time	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; performs responsible supervisory, administrative, and payroll functions for School Crossing guards.

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. Ensures school pedestrian crossings are filled as required; schedules substitute crossing guards as needed.
2. Collects and submits timesheets to ensure timely and accurate payment to School Crossing Guards.
3. Monitors the School Crossing Guards performance to ensure duties are performed correctly; takes corrective action as needed.
4. Tracks School Crossing Guards attendance; takes corrective action, when required.
5. Ensures compliance with City and Department policies and procedures including traffic ordinances related to pedestrian traffic.
6. Assists in recruiting, interviewing, hiring, and training of School Crossing Guards.
7. Ensures School Crossing Guards receives uniform, equipment, and training.
8. Mediates issues arising with School Crossing Guards and the school, parents, and children.
9. Communicates concerns or complaints to the Supervisor in a timely manner.
10. Performs the duties of a School Crossing Guard, as needed.

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's policies and procedures relevant to the position of School Crossing Guard; Microsoft Office Suite.

Skill in: Coordinating staffing demands for various crossing sites; training and directing staff to perform crossing duties safely; communicating, directing, and coordinating the movement of children; monitoring flow of traffic; following oral and written instructions; maintaining attention of children with distractions present; mediating conflicts with staff, schools, children, and parents; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Previous experience as a School Crossing Guard preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Work in an indoor environment requires standing in work areas; walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Fieldwork exposes employees to rain, heat, snow, and freezing conditions. 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. The field or outdoor work environment 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.

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