

**MT. LEBANON PENNSYLVANIA
JOB DESCRIPTION
JULY 2019**

SCHOOL CROSSING GUARD (PART-TIME)
REPORTS TO: SCHOOL GUARD SUPERVISOR
GIVES DIRECTION TO: NONE

NATURE OF WORK

This position is held by civilians who are affiliated with the Police Department in a seasonal part-time, non-sworn capacity. Crossing guards are to assist in the safe crossing of all elementary and middle school-aged children at the post and assist other pedestrians.

ESSENTIAL JOB FUNCTIONS

Expedite the movement of children to and from school at assigned posts during gaps in traffic.
Assemble children and other pedestrians behind curb lines awaiting traffic lulls or signal changes
Stop traffic and escort pedestrians into the street allowing them to cross safely
Instruct children in proper procedures for safe street crossing
Report students who do not adhere to safe street crossing procedures to appropriate school officials
Report any unsafe conditions or potential hazards at assigned post to supervisor.
Wear the entire school guard uniform.
Maintains regular and punctual attendance at designated post.

OTHER JOB FUNCTIONS

Attend appropriate training sessions/meetings as required.
Performs all other work assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Ability to deal effectively with a wide variety of situations and problems
Ability to clearly and diplomatically communicate with students and the public.
Skill to safely operate a motor vehicle.

REQUIRED EDUCATION, TRAINING & EXPERIENCE

High School diploma or G.E.D., or equivalent combination of education and experience.
Valid PA Driver's License.
Upon Hiring will need to pass background clearances & provide:
PA State Police Criminal History Report
Child Abuse Clearance Report
Federal Criminal History Report

PHYSICAL DEMANDS

While performing the duties of this job, the employee must continuously:

- Stand and walk for up to two hours on various surfaces including asphalt, concrete, grass, and uneven ground.
- Lift and hold a STOP paddle at shoulder height
- Turn head and body to observe traffic and children approaching crosswalk
- Agility to lift both feet over curb and steps off curb; can react and move quickly to avoid vehicles
- Speaks clearly and firmly to instruct pedestrians
- Tolerance for rain, fog, snow, sleet cold, heat, humidity and wind
- Vision to observe vehicles and pedestrians and potentially dangerous traffic situations.
- Hearing to recognize vehicles, horns, children approaching from any direction

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.