



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** Crossing Guard

**Reports to:** Principal

**Work Year:** 10 months/180 days

**Salary Range:** Range 5

**Definition:** Under the supervision of the site administrator, the Crossing Guard coordinates the flow of students across selected intersection(s), supervising their crossing; makes timely reports to school administration.

**Representative duties:** Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Supervise crossing of roadways by students.
- Coordinate the flow of students across selected intersection(s) with the flow of vehicle traffic and traffic control devices.
- Observe all related traffic regulations and safety guidelines.
- Monitor and control student behavior at crossings according to established guidelines.
- Collaborate with school administration and prepare and submit timely reports, as required.
- Perform other related duties as assigned.

**Ability to:**

- Work effectively with children
- Read, write and speak English fluently
- Learn to utilize basic methods and procedures followed in a recreational setting
- Understand and carry out oral and written instructions
- Maintain calm and patient in stressful situations
- Maintain the confidentiality and security of sensitive information
- Work under specific direction
- Establish and maintain cooperative and effective work relationships
- Organize and implement planned activities with supervision
- Operate basic office equipment
- Establish and maintain cooperative relationships using tact, patience and courtesy with students and adults
- Work at a variety of tasks with interruptions
- Meet schedules and time lines



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### **Knowledge of:**

- Interpersonal relationship skills using tact, patience and courtesy, particularly with respect to students.
- Traffic regulations and safety guidelines related to student crossing.
- Guidelines for monitoring and controlling student behavior at crossings.
- Record-keeping methods.
- Oral and written communication skills.

### **Ability to:**

- Relate effectively to students, parents and staff.
- Follow traffic regulations and safety guidelines to coordinate the flow of students across the intersection(s) with the flow of vehicle traffic and traffic control devices.
- Control student behavior at crossings according to established guidelines.
- Communicate effectively orally and in writing.
- Prepare and submit accurate and timely reports.

**Experience and Education:** Any combination of training, education and experience equivalent to graduation from high school. First Aid and CPR certification preferred.

**Physical Requirements:** Seeing to monitor vehicle traffic, traffic control devices, and the flow of students across the intersection(s). Seeing to write reports. Hearing to monitor traffic sounds and emergency signals (sirens). Hearing and speaking to exchange information and to direct the students. Dexterity of shoulders, arms, hands and fingers to wield a stop sign, operate traffic control devices, and prepare reports as required. Walking to escort students across the intersection(s).

**Working Conditions:** Outdoor environment in all seasons, with exposure to traffic hazards, vehicle exhaust fumes, and occasional exposure to abusive or dissatisfied individuals.