

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

<i>POSITION TITLE: CROSSING GUARD</i>
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DEFINITION: Under the general direction of the Principal, assists students to cross traffic thoroughfares and provide all possible safety measures against traffic dangers.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Stop traffic and assist students and adults to safely cross designated intersections and thoroughfares at established crosswalks
- Place and remove “school zone” signs in roadway; holds a “stop” sign in such a manner as to be visible to approaching vehicles
- Use hand signals as an aide to communicate with citizens and students on the opposite side of the street
- Assure the safe movement of children to and from school by monitoring traffic flow, observing gaps in the traffic, and leading the children across the intersection; warn children of danger as necessary
- Monitor students and enforce proper conduct and safety procedures
- Report motorists who violate school zone laws
- Report suspicious characters at or near the crossing location
- Support and enforce school and district policies and regulations
- Demonstrate courteous and cooperative behavior when interacting with students, citizens, visitors, and staff
- Recognize, understand and handle certain childhood behaviors
- Maintain confidentiality
- Maintain a safe environment
- Participate in meetings and trainings as required
- Maintain equipment and materials and ensure that they are properly stored
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Traffic rules, regulations and roadway safety practice
- Basic physical, social, intellectual and emotional development patterns and behaviors of children
- Basic child safety practices and emergency protocols
- First aid

Ability to:

- Successfully relate to school age children
- Be dependable and punctual
- Respectfully present in a respectful, authoritative manner
- Understand and follow oral instructions
- Work effectively with those contacted in the course of the work
- Must be able to work independently and as part of a team

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade
- One (1) year of paid or volunteer experience working with children in an educational or child care setting
- Demonstrable experience utilizing traffic rules and regulations
- A positive work history record and attendance record

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Carry and hold a sign overhead for extended periods of time
- Ascend and descend steps
- Hear, see, and move at a level that ensures student safety
- See for the purpose of observing accuracy of reports and documents
- See using close vision, distance vision, color vision, peripheral vision and to focus
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 25 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Perform non-violent crisis intervention procedures
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor and outdoor working environment subject to standing, walking, bending, crouching, kneeling, reaching in all directions, subject to inclement weather, noise, and moving vehicles

LICENSE OR CERTIFICATE:

Possession of a valid California Driver's license
Valid CPR/First Aid Certification

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: