



DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Crossing Guard Coordinator
DEPARTMENT/DIVISION: Police
REPORTS TO: Assistant Chief of Police

SUMMARY: Responsible for coordinating and assisting staff performing crossing guard duties to include coordinating training, completing timesheets, preparing schedules, and conducting orientation meetings. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to staff to include assigning and monitoring work, training staff on proper work procedures, and providing direction.
- Travels to multiple crossing guard locations to ensure each location has appropriate and timely coverage.
- Prepares newsletters, correspondence, and/or other related items to ensure Crossing Guards are kept abreast of schedules and/or other pertinent information.
- Maintains a variety of logs, records, and/or other related information regarding crossing guard activities.
- Responds to, investigates, and resolves concerns or complaints received from citizens regarding crossing guard activities.
- Performs crossing guard duties, assisting school-aged children with crossing streets safely and in designated in crosswalk zones, when required.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Crossing Guards.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safe work methods;
- Knowledge of recordkeeping principles and practices;
- Skilled in prioritizing and assigning work;
- Skilled in creating work schedules;
- Skilled in creating a variety of documents and business correspondence;
- Skilled in providing customer service;
- Skilled in monitoring and identifying potential hazards near crosswalk zones;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Experience working as a school crossing guard.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, standing, walking, talking, seeing, hearing, and manual dexterity.
- Work is typically performed in an outdoor environment, with exposure to adverse weather condition.
- Exposure to fumes and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.