

BOROUGH OF WILKINSBURG

JOB TITLE: ADULT SCHOOL CROSSING GUARD
DEPARTMENT: POLICE DEPARTMENT
REPORTS TO: ADMINISTRATIVE LIEUTENANT
LAST REVISED: OCTOBER 2016

POSITION PURPOSE AND OBJECTIVES: A School Crossing Guard performs routine duties required to ensure the safety of children traveling to and from school; does related work as required. The employee in this class is responsible for directing traffic at assigned intersections and maintaining discipline at bus stops in order to provide a safe environment for school children, requiring mental and physical alertness at all times. Supervision is received at various intervals from a police patrol sergeant or other police officers. Working conditions may be disagreeable at times. This is a seasonal part-time position.

ESSENTIAL JOB FUNCTIONS:

- Directs and/or escorts school children while crossing roads and inter-sections
- Stops traffic, when necessary, to permit school children to cross the road or intersection
- Assists the school bus driver in overseeing the boarding and exiting of school children
- Stops traffic while the school bus turns around or re-enters the roadway
- Oversees the conduct of school children at bus stops and reports infractions of pupil discipline to the respective principle
- Reports motorists who violate traffic laws to the Police Department

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Ability to learn traffic safety laws as they apply to pedestrian safety; ability to learn proper hand signals for traffic control; must remain alert and to act quickly and calmly in emergency situations; must satisfactorily complete a prescribed course of training; ability to stand for periods of time in all types of weather; ability to establish and maintain a good working relationship with school children, associates, and the general public; must possess skills of verbal and non-verbal conflict resolution. If at any time the job requires the operation of a Borough or personal vehicle, one must possess a valid PA Driver’s License.

WORKING CONDITIONS: Work is performed in an outdoor environment, which may range from very hot to sub-zero temperatures, with possible wind, rain, snow, ice and sleet.

PHYSICAL DEMANDS: Requires standing for up to 1½ hours at a time, morning and afternoon (total 3 hours per day), in sometimes disagreeable or extreme weather conditions; some walking, possibly on snowy or icy surfaces; may require pushing, pulling, lifting, carrying, reaching and twisting in responding to an emergency for a student or child; lifting arms to shoulder level to stop or direct traffic; normal corrected vision and hearing. (Complete physical analysis on file in Manager's Office.)

MINIMUM QUALIFICATIONS:

Education/Experience: Ability to read, write and speak English, or any combination of experience and training which provides the required knowledge, skills and abilities required for the position.

Able to pass a drug screening and physical examination.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Adult School Crossing Guard.

Approved: _____
Department Head

Borough Manager

Original Approval

Revised