

TOWN OF WESTMINSTER

POLICE DEPARTMENT

Job Description School Crossing Guard

Definition:

The School Crossing Guard's function is to provide safe movement of children to and from schools at selected locations.

Supervision:

This position is supervised by the Chief of Police or his designee.

Job Environment:

Work is performed outdoors in varying weather conditions. Must be prepared to dress according to weather conditions. May come in contact with motor vehicle exhaust, biohazardous material wastes, and individuals with contagious diseases.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Report to assigned area at appropriate time.
- Monitor children utilizing school crossing areas as assigned.
- Assist children in safely crossing at designated locations.
- Direct vehicular traffic regarding the crossing of children.
- Operate pole-mounted traffic/pedestrian light activation switch as necessary.
- Appropriately supervise and correct children in pedestrian laws.
- Report hazardous condition(s) to police department.
- Report discipline related issues to police department and/or school authorities.
- Perform other duties as required or assigned.

Recommended Minimum Qualifications:

The following generally describe the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Ability to read and write in English.
- Must be able to judge distances of oncoming traffic.
- Must have general knowledge of traffic and pedestrian safety.
- Must be able to relate to and supervise children.
- Must be able to effectively communicate with police and school officials and public.
- Must be punctual and attentive to position.
- Must pass background investigation including Criminal History Systems Board inquiry.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Knowledge, Ability and Skill

Knowledge of:

- Traffic laws related to pedestrians, school crossings, parking and right of way.

Ability to:

- Communicate verbally and in writing in English.
- Effectively communicate with and supervise children.
- Work effectively without direct supervision.

Character:

- All sworn and non-sworn employees shall be of good moral character and reputation.

Physical Requirements:

The conditions 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 job functions.

- Ability to work outdoors and in adverse weather conditions and extremes.
- Ability to walk and/or stand in place for extended periods of time.
- Ability to see and hear voices and traffic.
- Ability to use arms/hands to direct children, pedestrian and vehicular traffic.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)