

## **Sharon Hill Borough**

**Job Title: Crossing Guard**

**Reports to: Chief of Police**

### ***Definition***

The School Crossing Guard is responsible for facilitating a safe passage for the movement of children to and from school when crossing public roadways and intersections. The Crossing Guard works independently, in the absence of direct supervision, to safely cross pedestrians at assigned intersections, before and after school. Crossing Guards do not engage in traffic direction or control.

Crossing Guards have serious responsibilities. Sharon Hill parents are placing their trust and the care of their children into the hands of Crossing Guards every school day. The Crossing Guard shall be committed to the mission, vision and values of the Borough and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Crossing Guard shall demonstrate leadership through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

***Minimum Qualifications:***

Requires the applicant to be 18 years of age or older. Must be able to work with little supervision. This position requires working outdoors, sometimes in inclement weather. Experience working with children or in a position with public contact is highly desirable. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position. Must pass a background check, drug test, and be able to acquire child abuse clearance.

***Primary Job duties:***

- Safely escorting pedestrians at assigned intersections, across Borough streets, in an organized and patient manner, before and after school.
- In the morning and afternoon, the Crossing Guard must arrive at assigned “post” at assigned times
- The position requires standing for an extended period of time while holding a stop sign in the air in a position visible to drivers
- Uses non-verbal signals to get and keep the attention of drivers and pedestrians
- Maintains control of pedestrians in crosswalks
- Develops and maintains effective working relationships with those contacted during the course of work
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public

***Unusual or Special Working Conditions:***

Responds to call-outs in times of emergency school closures.

Required to work in severe weather conditions and possible hazardous traffic conditions.

Must be dependable

Applicants must be available from 7:00 a.m. to 4:00 p.m.

***Required Knowledge, Skills and Abilities:***

Knowledge of basic safety crossing techniques

Knowledge of basic safety principles and practices

Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, Borough officials and the public

Ability to investigate, analyze and effectively resolve problems and conflicts

Ability to multi-task and perform with evolving priorities

Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment

***Work Environment and Equipment Utilized:***

Standard traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards