

STPSO
Job Description

Job Title: School Crossing Guard
Department: Criminal Patrol
Reports To: Crossing Guard Supervisor
Prepared Date: 08/31/2004
Update: 07/03/2018
Salary Range: \$12.50 per hour

SUMMARY - Guards street crossings during hours when children are going to or coming from school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs actions of school buses and traffic at street intersections to ensure safe crossing.

Records license numbers of vehicles disregarding traffic signals and reports infractions to the Traffic Division.

Escorts children across street.

Places caution signs at designated points before going on duty and removes signs at end of shift.

SUPERVISORY RESPONSIBILITIES - This job has no supervisory responsibilities.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED).

LANGUAGE SKILLS - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens, and other employees of the organization.

MATHEMATICAL SKILLS - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate (minimum age of 18 years); Social Security Card.

PHYSICAL DEMANDS - The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is occasionally required to walk. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually loud.