



## Job Description

# CROSSING GUARD

**Supervised by:** Police Department

### **Position Summary:**

The Crossing Guard is responsible for the safety and welfare of children traversing designated walkways to and from school. Crossing Guards are to utilize natural “gaps” to stop traffic and, once stopped, allow for children to cross the intersection.

### **Essential Job Functions:**

*An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.*

1. Ensure the safety and welfare of Children crossing designated intersections.
2. Ensuring that children do not run across the street and instead use designated crosswalks.
3. Have bike riders walk their bikes across the intersection.
4. Utilize a hand-held sign and traffic wand to stop traffic. When stopped, allow children to cross intersection.
5. Duty times are as established by Decatur Public Schools. Generally, the schedule is one (1) hour prior to school through the start of school and from the end of school through one (1) hour after school has concluded each day school is in session.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Must be at least 18 years old and must be willing to undergo a background check.
- Crossing Guards shall receive a minimum of four (4) hours of instruction prior to assuming the duties of the position.
- It is the responsibility of every Crossing Guard to maintain a neat and clean appearance while on crossing guard duty and to wear appropriate clothing for the weather conditions. A high-visibility vest shall be worn at all times over any outer garments.
- Each Crossing Guard will be responsible for using and maintaining a crossing guard vest, stop sign, and traffic wand for use during periods of limited visibility. This equipment is provided by the Decatur Police Department.

### **Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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’s environment is outdoors at the designated crosswalks. The employee is therefore exposed to potentially extreme heat and/or cold. Please dress for weather conditions. Crossing Guards will be required to stand for the duration of each shift (approximately 1 hour in the morning and 1 hour in the afternoon) and utilize equipment as provided.

**\*\*APPLICATION CAN BE COMPLETED ONLINE AT [WWW.DECATURMI.ORG](http://WWW.DECATURMI.ORG)\*\***