

DEPARTMENT: NORTH TONAWANDA POLICE DEPARTMENT
CLASSIFICATION: NON-COMPETITIVE
APPROVED: APRIL 11, 2022

CROSSING GUARD SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervision and direction of the School Crossing Guard Program. An employee in this class is responsible for ensuring that the duties of the School Crossing Guards are carried out in such a manner as to provide for the safety of children going to and from school. An incumbent in this position works under the general supervision of the Captain in charge of Training/Support Division and is allowed wide leeway in planning and supervising the work. Supervision is exercised over a number of School Crossing Guards. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Inspects all crossing stations to ensure that they are staffed and each School Crossing Guard is properly dressed;
2. May call in substitute Guards when needed;
3. Trains new School Crossing Guards in the performance of their duties;
4. Operates a motor vehicle to travel between crossing guard posts;
5. Maintains time sheets and distributes paychecks of School Crossing Guards;
6. May fill in as Guard;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the geography of the community; ability to be firm yet courteous to the public; ability to maintain simple records; ability to get along well with children; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Two (2) years of experience as a School Crossing Guard; **OR**
2. One (1) year of experience in law enforcement.

SPECIAL REQUIREMENTS:

Possession of the appropriate Federal and State Motor Vehicle Operator's License at time of appointment and for the duration of employment.