

WAUNAKEE COMMUNITY SCHOOL DISTRICT

CROSSING GUARD - DISTRICT

Job Description

QUALIFICATIONS:

- 1) High school diploma (additional related training desirable but not required)
- 2) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Provide safety for public school students crossing streets or intersections. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Follow village ordinances regarding public school students crossing streets.
- 2) Use good judgment in stopping traffic with proper use of manual stop sign and hand signals.
- 3) Report traffic violations to the Police Liaison Officer.
- 4) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 5) Perform other responsibilities as assigned by the Business Manager.
- 6) Promote a positive image of the District at all times.

Adopted: 9/8/97

Revised: 10/1/2015