



**File #152**

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> School Crossing Guard Supervisor	<b>Building:</b> Elementary school
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> G	<b>Expected # of participants:</b> Approx. 10-20
<b>Date of Last Program Review:</b> October 2014	

**Statement of purpose:**

- In order to provide students an organized opportunity for co-curricular exposure to a shared interest, in this case modeling TIGER expectations and assisting with safe dismissal of students, the advisor will provide oversight to all aspects of the co-curricular group.

**Group goals:**

- Patrollers assist adults in maintaining order and safety as students move to the building from buses and drop off before school.
- Patrollers assist adults in maintaining order and safety as students move to and from classrooms to the holding area for buses and/or to buses after school.
- Patrollers assist adults in maintaining order and safety as students' transition out of the building to walk or get a ride home.
- Patrollers who are bus riders assist the driver by modeling TIGER expectations while boarding, riding, and getting off the bus.
- Patrollers assist adults in recognizing students who demonstrate safe and considerate arrival, dismissal, or bus riding behaviors.

**Minimum knowledge, skills, certifications, physical requirements:**

- Teacher or staff member with time available when upper grade students can meet.
- Teacher or staff member with rapport with upper grade students.
- Ability to communicate well with students, staff, parents, bus drivers, crossing guards, AAA and others re-safety.
- Working knowledge of TIGER expectations.
- Ability to tolerate inclement weather.

**Detailed essential function(s) - specific to position:**

- Survey teachers/students to recruit responsible upper grade students to join the safety patrol.
- Meet with interested students to inform them of the expectations and responsibilities of being a member of safety patrol.
- Determine key places within and close to the building where stationing safety patrollers would be beneficial.

- Select the best candidates from the pool of applicants, train a team and assign patrollers to stations.
- Create a schedule for safety patrol assignments and meetings.
- Hold meetings to discuss successes, reward performance, problem-solve challenges, and retrain or intervene as necessary.
- Communicate with staff, parents, and bus drivers on a regular basis re-arrival and dismissal climate and incorporate feedback in the ongoing safety patrol program.

**Time Commitment Expected:**

- Planning, training and meeting with safety patrollers totals about 8 hours.
- Daily dismissal duties are about 10 to 15 minutes daily.
- Amounts to around 40 hours over the course of the school year.

**Other Duties and Responsibilities:**

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

**Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb

- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*