Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Crossing Guard**	FLSA Status:	**Non-Exempt**
Job Family:	**Instructional Support**	Pay Range:	**PT05H**
Prepared/Revised Date:	**February 8, 2016**	Job Code:	**41403**

SUMMARY: Maintain the safety of student pedestrians as they cross designated intersections on their way to and from school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist students safely across the street at designated crossing.	D	88%
2. Communicate with assigned supervisor or the Director of Transportation regarding incidences that occur while on duty.	D	6%
3. Be prepared by wearing appropriate equipment at assigned crossing.	D	2%
4. Report promptly at the designated time to the assigned school crossing.	D	2%
5. Attend work and arrive in a timely manner.	D	1%
6. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Must complete District required professional development courses in a timely manner
- Experience working with children preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to work outside for extended periods of time in all weather conditions
- Ability to walk quickly and stand for long periods of time
- Ability to hold a stop sign in the air
- Good mental alertness, sight, and hearing required
- Good communication and conflict resolution skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students while they cross designated intersections on their way to and from school

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct				X
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	