

## ALSIP, ILLINOIS – POLICE DEPARTMENT

## POSITION DESCRIPTION

**JOB TITLE:** SCHOOL CROSSING GUARD

**DATE ISSUED:** 05/20/86

**REPORTS TO:** POLICE LT. / SERVICES SUPERVISOR

**DATE REVISED:** 05/10/00

**JOB CLASSIFICATION:** SCHOOL CROSSING GUARD

**DATE REVIEWED:** 04/14/03

**FLSA STATUS:** NOT APPLICABLE

**COLLECTIVE BARGAINING:** NOT APPLICABLE

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THIS POSITION BASED ON A JOB TASK ANALYSIS COMPLETED: **NOVEMBER, 1992**

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**BASIC POSITION FUNCTION:** BRIEF DESCRIPTION OF THE TYPES OF DUTIES OR RESPONSIBILITIES OF THE JOB TITLE:

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ASSISTS IN TRAFFIC CONTROL AT DESIGNATED LOCATIONS. PROVIDE FOR SAFETY OF SCHOOL CHILDREN CROSSING AT AN INTERSECTION OR OTHER DANGEROUS LOCATION WHILE TRAVELING TO AND FROM SCHOOL. MAKES OBSERVATIONS FOR TRAFFIC PROBLEMS OR SUSPICIOUS ACTIVITY SURROUNDING THEIR POST AND REPORTS THEM. REQUIRES CONSISTENT ATTENTION TO DEPARTMENT MISSION AND GOALS.

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**DUTIES AND RESPONSIBILITIES:** ESSENTIAL AND OTHER RESPONSIBILITIES OR DUTIES. MAY INCLUDE, BUT NOT LIMITED TO:

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CONDUCT POINT TRAFFIC CONTROL AT AN INTERSECTION OR OTHER HAZARDOUS LOCATION. SAFELY STOP TRAFFIC SO CHILDREN MAY CROSS STREET OR PASS HAZARDOUS LOCATION SAFELY.

MONITOR CHILDREN GOING TO AND FROM SCHOOL.

OBSERVE ACTIVITIES AND REPORT SUSPICIOUS CIRCUMSTANCES TO SCHOOL OR DEPARTMENT.

INTERACT AND WORK WITH SCHOOL OFFICIALS REGARDING EXISTING OR FUTURE TRAFFIC PROBLEMS THAT COULD EFFECT SAFETY OF CHILDREN. ASSUME PROACTIVE ROLE IN EDUCATING CHILDREN REGARDING THEIR PEDESTRIAN DUTIES.

PAY CONSISTENT ATTENTION TO ACHIEVING DEPARTMENT MISSION OR GOALS.

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**SKILLS, KNOWLEDGE AND ABILITIES:** TO PERFORM THE REQUIRED DUTIES AS LISTED, BUT NOT NECESSARILY LIMITED TO THE FOLLOWING:

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KNOWLEDGE OF PROPER METHODS OF TRAFFIC CONTROL; ABILITY TO IDENTIFY TRAFFIC HAZARDS; KNOWLEDGE OF TRAFFIC PATTERNS.

ABILITY TO RELATE WELL TO CHILDREN; SKILL IN DEALING WITH CHILDREN OF DIFFERENT

AGES.

ABILITY TO WORK INDEPENDENTLY WITHOUT DIRECT SUPERVISION; ABILITY TO MAINTAIN AND ESTABLISH A COOPERATIVE WORKING RELATIONSHIP WITH THOSE YOU COME IN CONTACT WITH DURING THE COURSE OF YOUR WORK.

ABILITY TO WORK OUTDOORS IN ALL TYPES OF WEATHER CONDITIONS; ABILITY TO WORK IN CLOSE PROXIMITY TO MOVING TRAFFIC.

ABILITY TO MAINTAIN PHYSICAL CONDITION AND ABILITIES IN ORDER TO PERFORM ASSIGNED DUTIES AND RESPONSIBILITIES THAT MAY INCLUDE: LISTENING; MAKING OBSERVATIONS, TALKING OR COMMUNICATING WITH OTHERS, **STANDING FOR PROLONGED PERIODS OF TIME**, WALKING AND USING ASSIGNED EQUIPMENT.

ABILITY TO PASS ALL PRE-EMPLOYMENT EXAMINATIONS INCLUDING A PHYSICAL EXAMINATION.

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**MISCELLANEOUS QUALIFYING FACTORS:** OTHER FACTORS THAT ARE NECESSARY IN SECURING OR MAINTAINING THE JOB TITLE.

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MUST BE ABLE TO PASS AN EXTENSIVE CRIMINAL BACKGROUND CHECK.

HIGH SCHOOL GRADUATE OR THE EQUIVILANT

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**ACCEPTANCE:** THIS POSITION APTLY DESCRIBES THE DUTIES AND/OR ASSIGNMENTS BEING PERFORMED BY THE JOB TITLE.

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**DEPARTMENT HEAD**

**CHIEF EXECUTIVE**

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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