

Killeen Independent School District

Job Description

Job Title: Lead Crossing Guard
Department: Safety
Reports To: Director for School Safety
FLSA Status: Non-exempt

SUMMARY Supervises and coordinates activities of employees concerned with the safety and welfare of students using school crosswalks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Rotates to applicable campuses to provide supervision of crossing guards.

Monitors weather reports and ensures crossing guards are dressed for weather conditions.

Interviews applicants for crossing guard positions and makes hiring recommendations to Auxiliary Personnel.

Reports traffic violations, suspicious activity, accidents, injuries, etc. to the Director for School Safety/Principal.

Reports necessary crosswalk repairs and repainting to the Director for School Safety.

Wears reflective vest and fluorescent cap, and uses stop sign and flashlight while performing duties, as necessary.

Orders equipment and supplies required for crossing guards.

Trains staff at campus level to perform crossing guard duties.

Verifies crossing guards' timecards on E-Force, adjusts exceptions and scheduling on E-Force.

Performs duties of employees supervised.

Performs other such tasks as may be assigned by the Director for School Safety.

SUPERVISORY RESPONSIBILITIES Supervises approximately 52 crossing guards. Carries out supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work, appraising performance, addressing complaints and resolving problems.

QUALIFICATIONS 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. There may be alternatives to the qualifications as the board of trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE High school diploma or General Education Degree (GED), and three to twelve months related experience or training, or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to students and crossing guards.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand, talk, or hear. The employee is frequently required to walk; use hands to signal, handle or feel and reach with hands or arms. The employee must frequently lift and position traffic cones weighing approximately ten pounds apiece. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions and hot/cold temperatures. Exposure to extreme hot/cold temperatures is usually moderate. Employee is exposed to moving vehicles, trucks, and motorcycles. The employee is occasionally exposed to fumes. The noise level in the work environment is usually moderate to loud.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: November 2, 1998
Revised By: John Paradice, Auxiliary Personnel Specialist
Revised Date: June 27, 2006

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.