

Killeen Independent School District Job Description

Job Title: Permanent Substitute Crossing Guard
Department: Safety
Reports To: Lead Crossing Guard
FLSA Status: Non-exempt

SUMMARY Ensures the safety and welfare of elementary students using school crosswalks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Directs student movement while utilizing crosswalk.

Keeps students on the curb until the crossing guard is in the middle of the crosswalk and all traffic is stopped; then signals students to cross.

Remains in the middle of the crosswalk until the last child has safely stepped onto the curb on the other side of the roadway.

Instructs students to walk their bicycles and skateboards across the crosswalk safely.

Knows students and is able to quickly identify responsible children who may assist during emergencies.

Reports traffic violations, suspicious activity, accidents, injuries, etc. to the Lead Crossing Guard/Principal in a timely manner.

Reports necessary crosswalk repairs and repainting to the Lead Crossing Guard.

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

Perform such other tasks as may be assigned by the Lead Crossing Guard or Principal.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

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 and/or EXPERIENCE Less than a high school diploma, high school diploma or general education degree (GED).

LANGUAGE SKILLS Ability to read and comprehend instructions, short correspondence, and memos.

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: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

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.