

**Killeen Independent School District
Description of Duties**

Job Title: Secretary IV School Safety
Reports to: Director of Investigations and School Safety
FLSA Status: Non-exempt, 226 days

SUMMARY

Supervises and coordinates Crossing Guard Program to include safety protocols and activities pertaining to pedestrian safety and welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Supervises daily activities/schedules of approximately 100 Crossing Guards.

Submits work orders for existing cross walk repairs along with requesting new installation of cross walks throughout the District.

Verifies and builds timecards on TEAMS.

Conducts interviews and makes recommendations of new hires to Auxiliary Human Resources.

Trains KISD Crossing Guards in accordance with TXDOT standards.

Ensures KISD follows all National/State Crossing Guard standards for pedestrian/student safety utilizing MUTCD (Manual Uniform Traffic Control Devices).

Recommends additional traffic control devices for school zone areas as needed.

Orders and maintains ANSI approved Crossing Guard equipment.

Maintains the Crossing Guard equipment budget.

Counsels/reprimands Crossing Guards as required.

Develops school zone flasher schedule and coordinates with appropriate city officials.

Conducts traffic studies when new allocations and crosswalks are required.

Maintains records and minutes for School Traffic Safety Committee.

Performs duties of employees supervised.

Fingerprints eligible KISD employment candidates.

Maintains Idemia fingerprinting equipment and performs maintenance as needed.

SUPERVISORY RESPONSIBILITIES

Supervises approximately 100 Crossing Guards. Carries out supervisory responsibilities in accordance with KISD policies and applicable Texas 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 twelve to twenty-four 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.

Revised Date: May 26, 2021

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.