

## City of Albany

### CROSSING GUARD

#### DEFINITION

To monitor and control traffic flow at designated intersections to ensure the safe and timely crossing of students coming to and from school; to supervise, monitor, and direct students' behavior at designated crossings/intersections; to observe and monitor traffic patterns at designated intersections and to increase motorists' awareness of school crossing areas.

#### SUPERVISION RECEIVED

Employees in this classification receive general supervision from a Police Sergeant or his/her designee with a framework of established policies, procedures, and regulations.

#### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Observes, monitors, and directs traffic flow at designated school crossings/intersections for the purpose of ensuring the safe and timely passage of students coming to and from school.
- Halts traffic to allow students to cross intersection; stands in the center of the designated intersection and escorts students across the intersection in a safe and orderly manner.
- Supervises and monitors students' behavior and activities in the vicinity of the designated student crossing/intersection and around traffic; maintains and enforces orderly student conduct and ensures pertinent school/safety rules are followed.
- Anticipates potential problems and intervenes to prevent situations that may cause accidents or endanger students' welfare or safety.
- Issues oral warnings to students regarding inappropriate and/or unsafe behavior; may report repeated and unacceptable student behavior to appropriate school administrator.
- Observes and inspects assigned crossing areas for unsafe conditions and/or suspicious circumstances and refers potential hazards to supervisor.

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- Informs supervisor of unsafe and/or inappropriate practices of motorists; records license plate number and vehicle description in instances of unsafe/unlawful vehicular operation.
- Arrives at designated student crossing/intersection promptly according to daily schedule as issued by assigned school site and remains on duty until all student pedestrians have crossed safely.
- Follows established procedures and guidelines in case of an accident or injury; may call 911 in cases of emergency.
- Performs other duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Pertinent laws and ordinances regarding the operation of motor vehicles and motorist/pedestrian responsibilities at intersections/school crossings.
- Standard and accepted English usage and grammar.

**Ability to:**

- Learn and apply pertinent school procedures and rules regarding student safety, behavior, and discipline.
- Learn and apply age appropriate methods of motivating students.
- Learn general behavior and activities of students utilizing crossing area.
- Understand and follow both oral and written instructions in an independent and responsible manner.
- Communicate effectively and tactfully with students, parents, motorists, and the general public.
- Exercise a firm but patient and courteous attitude toward students.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

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**TRAINING AND EXPERIENCE:** Any combination of education, training, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Training**

The successful completion of the twelfth grade or its equivalent.

**Experience**

At least one (1) year working with and supervising the activities of groups of children is highly desirable.