



## JOB DESCRIPTION

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**TITLE:** Crossing Guard - Substitute  
**DEPARTMENT:** Police  
**GRADE:** 9  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Protective Service Workers  
**REVISION DATE:** 03/20/2012

### **POSITION SUMMARY**

Under the general supervision of the Crossing Guard Supervisor, the substitute crossing guard prepares crossing zone and assists children in crossing streets safely on a seasonal basis while children attend school.

### **ESSENTIAL FUNCTIONS:**

- Prepare school crossing zone by turning on the 20 MPH flashing lights and placing warning cones in the street.
- As children arrive, take them safely across the street, watching traffic closely and stopping cars if necessary.
- When children are finished crossing, remove cones from street and turn off the 20 MPH flashing lights.
- Process is repeated twice daily when children travel to and from school. May also be required to perform duties mid-day to safely see to the needs of kindergarten aged children attending school for ½ day.
- Must be able to see, hear and quickly and accurately respond to emergency safety situations.
- Regular and prompt attendance is essential.
- May also be required to participate in special events as asked by school administrators, PTA and/or the police department.
- Perform related duties as required.

### **MINIMUM QUALIFICATIONS:**

Must be a high school graduate or G.E.D. equivalent. Must possess a valid Utah Driver License. Related experience helpful but not required.



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### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of current Utah traffic laws.
2. Must use accurate judgment of traffic flow, speed and direction of travel and prioritize activities.
3. Knowledge of emergency procedures relating to traffic control.
4. Considerable responsibility for the use of discretion and independent judgment in the safe crossing of children.
5. Correct use of the English language; must be able to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions.
6. Ability to work effectively with children, parents, and school employees and officials.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Regular and prompt attendance is essential; mental effort is required daily; job is performed outside and is subject to exposure to the elements; heat, cold, slippery and wet conditions. Job involves walking and standing for long periods of time; constant seeing and hearing are required to fulfill job responsibilities; job is subject to exposure to environmental and/or physical hazards. Physical readiness essential to effective job performance. Continuous use of motor skills.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*