

Village of Steger School Crossing Guard

Job Title:	School Crossing Guard	Job Category:	Crossing Guard
Department	Steger Police Department		
Location:	3322 Emerald Avenue	Personal Vehicle Required:	No
Level/Salary Range:	\$24/day	Position Type:	Part-time/seasonal during school year
Will Train Applicant(s):	Yes	Posting Expires:	August 18, 2016
MAIL:			
<p>Applications can be picked up and dropped off at :</p> <p>Steger Village Hall 3320 Lewis Avenue Steger, IL 60475</p> <p>Attention Mary Jo Seehausen Human Resource Director</p> <p>You may also fill an application out online and email it to:</p> <p>humanresources@villageofsteger.org</p>			
Job Description			
<p><u>General Summary:</u></p> <p>To provide for the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in traffic and leading the children across the roadway or intersection. Crossing guards are not to engage in traffic direction or control. He/She will be under the direct supervision of the Chief of Police or his designee.</p>			

Village of Steger School Crossing Guard

Scheduling:

Work approximately 2 hours per day, one hour at the beginning of the school day and one hour at the end of the school day Monday through Friday during the public school year (August through June). Specific hours to work will be set by Steger School District 194 in cooperation with the Steger Police Department.

Work Characteristics:

Must have the ability to follow oral and written instructions.

Must have the ability to deal effectively and courteously with associates and the general public.

Shall be in physical condition that will permit adequate job performance.

Must be able to work in all weather conditions.

Must successfully complete a structured training program annually.

Qualifications:

Must be able to pass a criminal background check, and a drug screening.

POSITION DESCRIPTION

Class Title: School Crossing Guard

Department: Police

Date: July 27, 2016

GENERAL PURPOSE

This is a temporary part-time civilian position to provide the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in the traffic and leading the children across the roadway or intersection. Crossing guards are not to engage in traffic direction or control.

SUPERVISION

None.

SUPERVISION RECEIVED

The Deputy Chief and/or designee will supervise this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists children on their way to and from school with crossing roadways and intersections safely.

Ensures patterns of safe behavior on the part of the children when crossing the roadway or intersection.

Prevents children from committing unsafe and/or unlawful acts while crossing the roadway or intersection, by interrupting vehicle traffic, as appropriate, to create safe gaps and then directing children across the roadway or intersection using the crosswalk.

Informs motorists, through prescribed standard signals and use of a hand held stop sign that children are using, or about to use, the crosswalk and have a right to proceed.

Conduct themselves in a courteous and efficient manner which will reflect favorably on the Department.

Report unsafe, suspicious activities or emergencies to the Department.

Assumes responsibility for reporting to his/her assigned location on time, and reports to the Department if within one (1) hour if unavailable to report to their designated location.

DESIRED MINIMUM QUALIFICATIONS

Must be of adult years of age.

Must have the mental capacity to perform the duties of a crossing guard.

Must be of reliable and of good character.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to judge distances of oncoming traffic

Must be able to read, write and speak English.

Must have general knowledge of traffic safety and pedestrian safety and complete any basic training in traffic direction, as related to the crossing guard position, provided them by the Department.

Must be able to relate to and supervise children, but not discipline them.

TOOLS AND EQUIPMENT USED

Safety vest, stop sign paddle, cellular phone, rain gear.

PHYSICAL DEMANDS

Must physically be able to walk across streets, stand for varying periods of time and hold a stop sign paddle in an upright position for traffic to see.

WORK ENVIRONMENT

Must be able to work outdoors in adverse weather conditions and endure weather extremes common to this region.

The noise level in the work environment may be loud.

SELECTION GUIDELINES

Formal application; oral interview; pass a background investigation and have no police records of arrests and/or convictions for offenses that would, under normal police department hiring practices, disqualify them from being employed.

Applicants **may** be required to complete a variety of other pre-employment exams, including a comprehensive medical examination, polygraph, and/or psychological evaluation, also an extensive background check conducted by the police department.

MISCELLANEOUS

The duties listed above are intended only as illustrations of the various typed of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.