

**MAJOR FUNCTION**

This is specialized work in the regulation of vehicular and pedestrian traffic in conjunction with the movement of children to and from school and is limited to those hours during which school is opening, closing and during lunch hour. Specific assignments are received from a superior officer and are carried out in accordance with established procedures.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Places flashing 20 mph signs at designated places near crossing points and removes them when no longer required; regulates vehicular traffic at designated crossing to permit children to cross safely. Controls the children who use crossing to see that they obey traffic and safety regulations. Reports all traffic hazards to the police. Reports to supervisor flagrant traffic violators, criminal activity, and suspicious persons loitering in the school area. Contacts school officials concerning children who do not cooperate in accomplishing safety objectives. Performs related work as required.

**Other Important Duties**

Instructs children on pedestrian and bicycle safety when they are crossing a street with or without a school guard present. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of traffic laws, understanding how children think and react around traffic. Ability to accept, obey and carry out orders and special instructions. Ability to understand laws, ordinances and regulations pertaining to traffic. Ability to work with children. Ability to deal courteously and firmly with the public. Ability to safely stop traffic so children can safely cross street. Ability to report traffic hazards and violations. Good physical condition and ability to work regardless of weather conditions.

**Minimum Training and Experience**

Ability to follow oral and written instructions.

**Special Internal Requirement**

All school crossing guards employed by the City must complete a minimum of two hours of annual retraining.

Established: 04-16-79  
Revised: 09-09-85  
09-19-94  
04-20-04\*