

CITY OF THE COLONY Status: Non-Exempt Supervised By: Operations Bureau Commander	School Crossing Guard	POLICE DEPARTMENT Revised: 07-02-2014
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JOB SUMMARY
<p>Supervise the safe crossing of school children at assigned crosswalks. Our goal in every citizen contact is to provide the best service possible while demonstrating concern. Every decision made will be toward the goal of achieving our mission statement, "<u>Our citizen's safety, security, and well-being are our highest priority.</u>"</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Supervise and provide safe crossing for children at often hazardous or congested crosswalks during designated school zone hours. 2. Perform any other task as may be assigned abiding by department policy and safety procedures. 3. Perform and meet all physical requirements, skills, and abilities listed.

KNOWLEDGE, SKILLS, AND ABILITIES
<ol style="list-style-type: none"> 1. Communicate clearly and effectively in English. 2. Ability to stand on hard surfaces for long periods of time for two or more hours while working in congested traffic. 3. Must be able to work in all weather conditions. 4. Must be able to work well with children and the general public. 5. Ability to work with others effectively as a team to accomplish task without discriminating against race, religion, color, gender, national origin, age, disability, or veteran status. 6. Vision correctable to 20/20 and hearing corrected within normal range.

EDUCATION, EXPERIENCE AND CERTIFICATION
<p>Required:</p> <ol style="list-style-type: none"> 1. Minimum of 18 years of age with U.S. Citizenship. 2. No criminal convictions above a Class C Misdemeanor within past five years. 3. Never convicted of a Class A Misdemeanor or higher level offense. <p>Preferred:</p> <ol style="list-style-type: none"> 4. Ability to speak Spanish 5. Prior Crossing Guard experience

CERTIFICATION	
Employee Signature:	Date Signed:
Immediate Supervisor And/or Department Head:	Date Signed: