

City of Lake City, FL

Classification Description

Classification Title: SCHOOL CROSSING GUARD (PT)
Department: POLICE

Pay Grade: 1
FLSA Status: Non-Exempt

General Description

This position is responsible for assisting children at school crossings during the schedule school hours doing what is necessary to help keep children safe. The position is for approximately 10 hours per week.

Nature of Work

Essential Functions:

- Assists children and other citizens across the street during school hours.
- Ensures that vehicles are completely stopped in order for students to cross the street.
- Assists with any issues that may arise among students in immediate assigned area.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken;
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others;
- Ability to learn the geography of the City and its physical and social characteristics;
- Ability to understand and carry out oral and written instructions;
- Ability to meet physical requirements and standards; and
- Ability to communicate effectively.

POLICE SCHOOL CROSSING GUARD

Minimum Qualifications: Must be a high school graduate or possess a GED. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Standing
- Walking
- Acceptable hearing (without or with hearing aid)
- Acceptable vision (with or without correction)

Environmental Conditions:

- Works outside in various weather conditions

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below I am indicating I have read and concur with the above description of my job.,

Signature

Date

Print Name