

TOWNSHIP OF LANARK HIGHLANDS

POSITION DESCRIPTION

POSITION DATA

Position Title: Crossing Guard

Reports To: Fire Chief

Revised: July 23, 2019

POSITION SUMMARY

Controls vehicular traffic at crosswalks near elementary schools.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Supervisor

Date

CAO

Date

TOWNSHIP OF LANARK HIGHLANDS
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KEY ACTIVITIES

1. Controls vehicular traffic at various intersections and crosswalks in the vicinity of elementary schools, to permit school children to cross the street safely when going or returning from school.
2. Protects children by keeping them from entering and crossing the street until traffic has been halted or the road is clear. Instructs children on safe crossing procedures and safety tips.
3. May report violations of motorists failing to stop when directed. May report student behaviour problems to school officials.

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The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all the work requirements inherent in this position.

FACTOR DESCRIPTION

1. Knowledge – Education

Requires ability to prepare short notes to report incidents and ability to read license plates and learn traffic laws.

2. Experience

Requires less than six months of training.

3. Complexity/Problem Solving

Follows procedures in halting traffic before allowing students to cross. Makes decisions on when to halt traffic based on road conditions, speed of traffic and likelihood of student/s following instructions. Decides on whether to report vehicle violations or student misbehaviour.

4. Mental Effort

Work requires concentration on traffic and pedestrian behaviour for up to one hour or assigned shift.

5. Physical Effort

Stands and walks for periods of up to one hour of assigned shift. Lifts items less than 10kg for less than one hour.

6. Impact of Decisions

Errors in stopping traffic or providing direction to children could directly impact on their safety.

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7. Financial Authority

No financial authority or requirement to handle cash.

8. Supervision

No staff supervisory responsibilities. May train new staff.

9. Policies and Procedures

May make suggestions for improvements to signage, road markings or procedures.

10. Contacts – Interpersonal Skills

Establishes and maintains an effective working relationship with children so that they respect directions given and develop safe crossing habits.

Communication skills are required to diffuse students who may be angry or misbehaving, so that they are focused on crossing the road safely. Listens for concerns from students such as serious illness or injury.

Work involves occasional contact with police and school officials to report incidents or to get help in emergencies.

11. Work Environment

Is required to work outdoors five days a week when school is on and is therefore subject to adverse weather, including rain, snow, cold and/or heat.

12. Working Conditions and Pressures

Is required to deal with children who are mis-behaving and endangering themselves and with drivers who may be disrespectful of authority.