

MISHAWAKA POLICE DEPARTMENT

A. **JOB TITLE – CROSSING GUARD SUBSTITUTE**

B. **DEFINITION**

Basic duty is to oversee the safety of school children when crossing streets on their way to and from school. Employee reports to the Police Officer in Charge of Crossing Guards.

C. **EQUIPMENT USED**

1. Safety Vest
2. Handheld Stop Sign

D. **JOB LOCATION**

City street intersections or crossings near city school.

E. **PHYSICAL REQUIREMENTS**

Ability to stand for a long period of time, walk, good vision and depth perception and general good health for withstanding inclement weather.

F. **ENVIRONMENTAL / WORKING CONDITIONS**

Employee stands at an intersection or crossing near a city school two times per day for up to one hour. Employee is subjected to all weather conditions including extreme heat, intense sun, rain, sleet, snow, hail and wind.

G. **ESSENTIAL FUNCTIONS OF THE JOB**

1. To oversee the safety of school children while crossing streets on their way to and from school on an as-needed basis with short notice during the nine-month period of the school year.
2. Employee controls traffic and/or traffic signals at whatever crossing is vacant because of sickness or personal leave.
3. Employee is responsible for being at the assigned position in the morning before school or/and at the close of the school day for the time period designated for the vacant position.

H. **ADDITIONAL EXAMPLES OF WORK PERFORMED**

1. Employee reports to the assigned position in the event of an early school closing due to weather, power outage or other unforeseen event.
2. Employee is responsible for stopping traffic by use of a handheld stop sign to allow passage of the children.
3. Employee controls traffic by use of traffic signal control if available.
4. Employee accompanies children into the street while crossing.
5. Employee is encouraged to attend periodic meetings called by the Police Officer in Charge of Crossing Guards or the Director of Human Resources.
6. (During an extended substitution) Employee is required to notify the Officer in Charge of Crossing Guards and secure a substitute from the approved substitute list when not available to report to the assigned position.

I. **REQUIRED KNOWLEDGE AND ABILITIES**

1. Must possess a basic knowledge of safety and traffic rules.
2. Must deal well with children and the motoring public.
3. Must be able to deal with heavy traffic situations calmly and alertly.

J. **QUALIFICATIONS**

1. Must possess a High School Diploma or equivalent
2. Must be able to transport self to and from assigned position