

PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

Job Title: Crossing Guard
Department: Security Services
Reports To: Building Principal
FLSA Status: Non-Exempt
Job Status: Full-time, Classified
Funding Source: General Fund

PURPOSE STATEMENT

The primary function of the crossing guard is to supervise and assist in the safe crossing of children at specific street intersections. Crossing Guards are to give assistance to adult pedestrians if requested. Crossing guards are to be dressed in the proper issued equipment and to place themselves in a highly visible location at the assigned intersection. The Field Lead Officer will direct crossing guards for days.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Reports to the assigned school at the prescribed times designed by the principal of that school.
- Informs motorists, through appropriate use of issued equipment, (stop signs, flags, vests, etc.) that students are using or about to cross the street.
- Reports any missing or malfunction of intersection equipment, i.e. broken traffic lights and missing stop signs.
- Physical contact with children is prohibited, emergency situations are exempted.
- Crossing guards will not administer first aide.
- Use of alcohol or controlled substances will be cause for termination.
- Relatives or friends are not to visit during working hours.
- During inclement weather, position yourself at the assigned location in a manner effective for traffic control and safe from hazards for you and the children. Crossing guard should report all persons who present problems to them or the children.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Coordinating the crossing procedures with traffic lights when automatic signs are at an assigned location.

Ability to:

- Deter unsafe crossings by students at or near assigned locations.
- Remain poised and calm at all times.

EDUCATION AND EXPERIENCE

High School diploma. Good command of the English language. Self-starter and able to work with minimum supervision. Must be able to communicate with students, parents and staff.

CERTIFICATION

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test
- Pre-placement Medical Exam

Certificates & Licenses

- See Above

Continuing Educ./Training

- See Above

Clearances

- Fingerprinting/Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until job is filled to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER