



Job Title:	Lead Crossing Guard	Wage/Hour Status:	Non-Exempt
Reports To:	Police Sergeant	Pay Grade:	Police Pay Group
Dept. /School:	Police Department	Date Revised:	11/04/2011

Primary Purpose:

Coordinate and assist the Police Sergeant with the daily operation of all the MISD Crossing Guards. Provide safe crossings for school children at designated crosswalks throughout the school district.

Qualifications:

Education/Certification:

Valid Texas Drivers License

Special Knowledge/Skills:

Ability to manage or lead personnel

Knowledge of overall operations of School Crossing Guard responsibilities

Strong communications skills, public relations, organizational, and interpersonal skills

Experience:

2 years of experience as a Crossing Guard or equivalent

Major Responsibilities and Duties:

1. Ensure all policy and procedures are carried out and followed by all crossing guards.
2. Assist with all personnel issues.
3. Assist with all equipment issues.
4. Other duties as assigned.

Supervisory Responsibilities:

Assist with the supervision of all crossing guards

Equipment Used:

Whistle, hand held stop sign, traffic vest

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to read and record information, communicate effectively both verbally and in writing; maintain emotional control under stress. Continuous walking and standing. Work outdoors and is exposed to extreme and inclement weather. Able to hold 5lbs. at shoulder height for duration of crossing students across roadway.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.