

<b>Position Title: Crossing Guard</b>			
<b>Reports to:</b>	CAO	<b>Last Revision Date:</b>	September 2013
<b>Department:</b>	Administration	<b>Positions Supervised:</b>	No Supervisory Responsibilities
<b>Position Status:</b>	Seasonal	<b>Job Grade:</b>	3

**Nature and Scope of Position:**  
 The Crossing Guard ensures the safety of children and the general public as they cross the street at designated corners at specified times. These duties are performed in accordance with departmental policies and procedures.

Key Result Areas	Major Responsibilities	Success Indicators
Delivery of Programs and Services	<ul style="list-style-type: none"> <li>Arrives at specified times and remains at crossing throughout the specified time</li> <li>Must wear reflective safety vest and use a handheld Stop Sign</li> <li>Escorts children and the general public across the street, ensuring all vehicles stop in accordance with proper procedure</li> <li>Reports the description of the vehicle and driver, time and place of incident, and the license plate number of any vehicles refusing to stop</li> <li>Reports consistently disobedient children to the Supervisor</li> <li>Attends all scheduled crossing guard workshops</li> <li>Works with minimal supervision</li> </ul>	<ul style="list-style-type: none"> <li>Safety equipment used properly</li> <li>Deals appropriately with incidents at cross walk and reports incidents of an escalated nature to supervisor and/or appropriate authorities</li> <li>Attends scheduled training sessions</li> </ul>
Team Work	<ul style="list-style-type: none"> <li>Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>Provides support and back up to other staff in department as necessary.</li> <li>Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Adheres to corporate and departmental policies and procedures</li> </ul>

Other related duties as assigned.

Expected Behaviours	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>1. Communication Skills</b>				
(a) Written communications	X			
(b) Oral communications one-on-one or in small groups		X		

(c) Presentation skills	X			
(d) Interpersonal skills		x		
(e) Conflict resolution		X		
(f) Mediation skills	X			
<b>2. Public and Customer Contact Skills</b>				
(a) General knowledge of the services provided		X		
(b) Professional manner in dealing with public			X	
(c) Customer focused orientation		X		
(d) Ability to build strong relationships with public		X		
(e) Continually improves service to customers	X			
<b>Expected Behaviours</b>				
	<b>Requirement for Position</b>			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>3. Leadership Skills</b>				
(a) Ability to develop a strategic plan	X			
(b) Ability to convince others to buy into the vision	X			
(c) Ability to translate the strategy into action	X			
(d) Up to date practices and techniques in quality management	X			
(e) Ability to create original strategies	X			
(f) Ability to appropriately delegate responsibilities	X			
<b>4. Teamwork</b>				
(a) Ability to work effectively with team members having varying skill levels		X		
(b) Ability to lead a team	X			
(c) Ability to promote shared responsibilities amongst all team members		X		
(d) Ability to accept constructive criticism from staff, peers and Superior(s)		X		
(e) Ability to respect authority, formal and informal		X		
(f) Provides content and timeframes that support effective decision making	X			
<b>5. Working Skills</b>				
	<b>Required For Position</b>			
	Yes	No		
(a) Ability to manage workload	X			
(b) Ability to prioritize assigned tasks	X			

(c) Stress Management Skills	X	
<b>Qualifications</b>		
<b>Education:</b> Secondary School Diploma or equivalent		
<b>Experience:</b> No previous experience required		
<b>Skills:</b> Ability to work with little or no supervision Ability to follow safety procedures set by Municipality Good interpersonal skills Well organized Knowledge of roles and responsibilities under the Occupational Health and Safety Act		
<b>Physical Effort &amp; Working Conditions</b>		
Work is typically performed in an outdoor environment which is subject to working in all weather conditions. The mental effort requires some concentration. Problems to be addressed are require a limited range of tasks and must follow specific procedures. Hours of work are consistent and coincide with the beginning and end of the school day. Frequent moderate physical effort is required. Work generally has some risk of injury from motor vehicles.		
<b>SIGNATURES / APPROVALS</b>	<b>Signature</b>	<b>Date</b>
<b>Incumbent:</b>		
<b>Chief Administrative Officer:</b>		