



ELDRIDGE POLICE DEPARTMENT

Andrew Lellig

Chief of Police

Eldridge Police Department

Crossing Guard Directive and Job Description

GENERAL STATEMENT OF THE JOB:

Assists pedestrians across the street during the school year. Teaches children safety habits and practices safety habits, while constantly evaluating traffic situations.

EXAMPLES OF WORK PERFORMED:

1. Sets up and removes warning equipment in the street to warn motorists that a pedestrian school crossing is in effect.
2. Escorts children and adults safely across the roadway.
3. Delivers a visible presence to children and motorists so that children feel safe crossing the roadway and motorists know to use caution.
4. Remains with children while crossing the intersection.
5. Aids children in need of help.
6. Reports information about suspicious persons, vehicles, and or traffic problems.
7. Consults weather information for conditions that might cause an early school closing in attempt to be available for emergency staffing.
8. Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Crossing Guards need to be able to solve practical problems, interpret instructions, complete simple addition and subtraction, count, and record information. Ability to understand and follow verbal and or demonstrated instructions. Ability to write down identifying information, request supplies in writing, guide people and provide basic directions. Ability to communicate effectively with adults and children who are crossing the street at their designated location. Ability to complete time sheets and coordinate schedules.

305 North 3rd Street, Eldridge, Iowa 52748

Phone (563) 285-9822 or (563) 285-3916 • Fax (563) 285-9835 • police@cityofeldridgeia.org



ELDRIDGE POLICE DEPARTMENT

Andrew Lellig

Chief of Police

Crossing Guards will be familiar with the details of the job and complete it satisfactorily after a brief training period. Employees must provide his/her own means of transportation to their work location.

TOOLS AND EQUIPMENT

- 1. Hand Stop Sign**
- 2. Visible Safety Vest**

CONFIDENTIAL DATA:

This employee may be exposed to some police records. Confidential information includes all police records. There are legal and internal controls on the release of any information from the Police Department.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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.

While performing the duties of this job, the employee constantly stands, walks, hears, reaches, holds, uses hand-eye coordination, has contact with the public, and works alone. Employees occasionally may be required to stoop, kneel, or crouch.

Employees must be able to constantly lift up to 10 pounds.

Specific vision requirements include the following: Distance vision, color vision, peripheral vision, depth perception, and the ability to adjust or focus your eyes.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications.

- 1. No work-related experience is required.**
- 2. No felony or job relate criminal convictions.**
- 3. Must not be on the sex offender registry or have been convicted of a sex related crime.**

305 North 3rd Street, Eldridge, Iowa 52748
Phone (563) 285-9822 or (563) 285-3916 • Fax (563) 285-9835 • police@cityofeldridgeia.org



ELDRIDGE POLICE DEPARTMENT

Andrew Lellig

Chief of Police

STATEMENT OF WORKING CONDITIONS:

The City of Eldridge is a drug-free workplace.

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

While performing the duties of this job you will be exposed to temperature extremes from below zero in winter to 90 degrees or more in late spring or early fall. Employees are frequently exposed to noise from vehicular traffic, inclement weather such as rain, snow, sleet, humidity, fumes from vehicles or heavy equipment. Employees may also be exposed to dust or dirt due to windy conditions.

POSITION ACCOUNTABILITY:

This position will report directly to the School Resource Officer of the North Scott Community School District / Eldridge Police Department. The Crossing Guard will be required to report any scheduling conflicts, safety issues, equipment needs to the SRO. The SRO will fill in during any absences of the crossing guard, this includes, before and or after school hours.

SELECTION PROCESS:

- Formal application.
- Rating of education and experience.
- Oral interview
- Reference / Background check.
- Job related tests may be required.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or logical work assignment.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.