

**CITY OF MARQUETTE**  
Job Description

**POSITION TITLE:** School Crossing Guard

**REPORTS TO:** School Liaison Officer, Police Department

**EFFECTIVE DATE:** September 1, 2009

**JOB CLASS CODE:** Non-Exempt / Part-Time

**POSITION SUMMARY**

To provide for the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in the traffic and leading the children across the roadway or intersection. Crossing guards are not to engage in traffic direction or control.

**ESSENTIAL DUTIES**

An employee in this position may be called upon to do any or all of the following:

- Assists children on their way to and from school in safely crossing roadways and intersections.
- Watch for gaps in traffic and walk children across the roadway or intersection while holding a "stop" sign in such a manner as to be visible to approaching vehicles.

**NON-ESSENTIAL DUTIES**

- Perform other related functions as assigned.

**JOB SCOPE**

Works approximately two - three hours per day, Monday through Friday, during the public school year (September through June). Specific hours to be worked will be set by the School Liaison Officer and may vary according to demand and workload.

**MINIMUM QUALIFICATIONS REQUIRED**

- Ability to follow both oral and written instructions.
- Ability to deal effectively and courteously with associates and the general public.
- Must successfully complete a structured training program annually.
- Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above.
- May not have been convicted of an offense of the grade Class B misdemeanor or above within the last ten (10) years.
- May not have been, at any time, convicted of felony offense or any family violence offense.

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### **PHYSICAL DEMANDS**

- Shall be in physical condition that will permit adequate job performance.
- Frequent standing and walking.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.
- Ability to withstand temperature changes in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

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School Liaison Officer

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Human Resources Director