

Riverside Local School District
Job Postings/Vacancies
2021 – 2022 School Year

Date: September 21, 2021

Title: **Crossing Guard** – Riverview Elementary, Monday through Friday
8:30 A.M. – 9:15 A.M. and 3:30 P.M. – 4:15 P.M.

Responsibilities
and Skills
Required:

Please refer to attached Job Description.

Reports to: Building Principal

Terms of
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Crossing Guard Minimum \$10.35 - Step 0.

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) and Mrs. Traci Shantery (Traci.Shantery@riversideschools.net) by 4:00 p.m. September 27, 2021.

M. Aliff
9/21/2021
8:55 AM

JOB DESCRIPTION DUTIES AND RESPONSIBILITIES

Position: Crossing Guard

Responsible to: Building Principal

Evaluated by: Building Principal

Primary

Function: To ensure the safety of students who must cross the street before and after the school day.

Qualifications:

1. High School diploma or equivalent
2. Physically capable of meeting the student needs
3. Reasonable degree of proficiency in people skills
4. Working knowledge of basic laws and enforcement of such laws as they pertain to traffic control.
5. Ability to function harmoniously with staff, pupils, and general public.

Performance Responsibilities:

1. Make sure all traffic is stopped before letting children cross the street.
2. Walk into the street to stop traffic.
3. Children should not cross until the crossing guard tells them it is okay to cross.
4. Children are not allowed to cross with the crossing guard or their parents.
5. Watch to make sure children get to school safely.
6. Direct children to walk their bikes across the street.
7. If something is thrown into the street, retrieve it for the child. Do not let the child go after it.
8. If parents stop on the street to pick up their children, ask them to pull off the road.
9. Keep children as safe as you can.
10. Advise school office if school-flashing lights are not working.
11. Wear safety vest. Consider wearing a whistle to attract the attention of drivers and students.
12. Be responsible for activating the school zone warning signal.
13. Report to the principal any students and/or adults who are not cooperative.
14. Maintain control of students at the crossing.
15. Cooperate with the principal and the local law enforcement agencies to establish an easily recognized crossing area.
16. Assist with other duties assigned by the principal.
17. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
18. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
19. Provides critical analysis as needed.
20. Generates written work-product as needed.
21. Reports misconduct or violations of policy or procedure.
22. Must not disrupt the proper functioning of your position or department.
23. Must not undermine the authority of coworkers, supervisors, or superiors.
24. Must maintain close working relationships with coworkers, supervisors, and superiors.

25. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
26. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
27. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
28. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
29. Must instill in students the belief in and practice of ethical principles and democratic values.