



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### **JOB ANNOUNCEMENT SCHOOL CROSSING GUARD**

#### **Position Summary**

Working under the direction of the assigned Police Sergeant, the School Crossing Guard provides child pedestrian safety by facilitating safe passage of children across streets and intersections, while remaining alert to traffic hazards. This is a part-time position that works only when Galesburg CUSD 205 students are in school. Crossing Guards must commit to be at their assigned location on each school day, both before and after school hours, depending on the assignment. This is a temporary/seasonal position paid at \$11.00 per hour with no benefits.

#### **Essential Functions**

- Direct traffic at designated intersections by use of a hand held “STOP” sign and hand signals for the purpose of safely assisting students across the street.
- Monitor potentially dangerous, hazardous traffic and/or vehicular problems and report them to their supervisor.
- Report immediately to their supervisor, if unable to report to a designated location at the assigned time.
- Accurately complete a bi-weekly timecard, submitting the completed card by the stated deadline for payroll.

#### **Required Knowledge, Skills and Abilities**

- Ability to assist students in crossing the traveled portion of the roadway.
- Ability to comprehend and communicate using the English language.
- Ability to understand and carry out written and oral instructions.
- Ability to clearly observe vehicle and pedestrian traffic at acceptable distances and to hear at an acceptable level.
- Ability to work independently with minimum supervision.
- Ability to work effectively with children and their parents.
- Able to display good judgment and respond quickly to emergencies.
- Maintain a neat and clean appearance while on crossing guard duty and wear clothing appropriate for the weather conditions.
- Requires capacity to work out-of-doors in inclement weather and also be able to endure standing for prolonged periods of time.
- Must be available for both mornings and afternoons.
- Requires punctuality and remaining at work location until conclusion of assignment.
- Ability to hold a hand-held stop sign above the head in an upright position while in the roadway.

### **Minimum Qualifications**

- Must be 18 years or older.
- Must have a High School Diploma or equivalent.
- Must be able to understand written and oral instructions and to complete a timecard.
- Must pass a background check.

### **How to Apply**

All applicants must complete the electronic online application located on the City's website:

[www.ci.galesburg.il.us](http://www.ci.galesburg.il.us)

This position will remain posted until a sufficient number of qualified applicants are received to staff for the current school year. To receive full consideration, applicants are encouraged to apply as soon as possible.