

MEMORANDUM

From: Terry Fornash, Human Resources Coordinator

Date: August 22, 2017

Re: School Crossing Guards

This is a temporary position with a minimum of 10 hours per week with a starting salary of \$12.50 per hour. Anyone qualified and interested may contact Terry Fornash at 859-655-6349 or download an [application](#) from www.newportky.gov Open until filled.

POLICE DEPARTMENT ADMINISTRATION DIVISION

CHARACTERISTICS OF THE JOB: This is a skilled and responsible position in the protection of life through the Federal Administration's Manual on Uniform Traffic Control Devices. An employee in this position is responsible for maintaining safety, for protecting life. Receives supervision and direction through the School Resources Officer.

ESSENTIAL FUNCTIONS:

Minimum qualifications from FHWA's MUTCD Section 7D.03 (Guidance):

Adult crossing guards should possess the following minimum qualifications:

- Average intelligence;
- Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's STOP message during the entire crossing movement;
- Ability to communicate specific instructions clearly, firmly, and courteously;
- Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury;
- Mental alertness; *[be aware of your surroundings, coordinate efforts with school bus traffic controller, if applicable];*
- Neat appearance;
- Good character; *[will be working around children. must submit to annual background check];*
- Dependability;
- An overall sense of responsibility for the safety of students. *[your primary responsibility is for the safe movement of students];*
- Appears for work and completes assigned tasks within a reasonable period of time;

- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduate from a standard high school or GED;

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to deal courteously but firmly with the general public;
- Ability to establish and maintain effective working relationships with children and the general public.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to stand for an extended period of time on foot;
- Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from errant vehicles;
- Must be free from color blindness;
- Must have adequate mental ability and muscular coordination;
- Work performed out of doors including periods of inclement weather with exposure to varying noise levels, blood born pathogens, fumes, dust, and odors.