



**School District #54 (Bulkley Valley)**

**JOB DESCRIPTION**

**CROSSING GUARD**

Location: Schools

**SUMMARY:**

Under the direct supervision and direction of the Principal or Vice-Principal, the Crossing Guard is required to supervise assigned area(s) as students cross the street/highway and provide a high level of visibility and a proactive, positive involvement with students. The Crossing Guard shall monitor the activities of students to ensure their safety and well being.

**DUTIES:**

- Supervises students as they cross the street/highway before and after school
- Ensures established school rules are followed and upheld by students
- Documents incidents, accidents and behaviour problems and reports them to the Principal or Vice-Principal
- Performs all duties with a level of interpersonal skills appropriate to the position
- Maintains the confidentiality of sensitive information seen or heard
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member with staff and administrators at the elementary school level
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 10
- Valid Level 1 First Aid Certificate
- Current relevant experience would be an asset
- Demonstrated ability to interact in a positive manner with elementary school aged students
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Physical capability to perform the job duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer

## **RATING FOR CROSSING GUARD**

### **KNOWLEDGE (2)**

- Some secondary school (Grade 10) plus specific vocational or technical training up to one year, or equivalent.

### **EXPERIENCE (1)**

- Up to and including one month

### **JUDGEMENT (3)**

### **MENTAL EFFORT (1)**

- Occasional periods of short duration

### **PHYSICAL EFFORT (2)**

- Slight effort of short duration

### **DEXTERITY (2)**

- Employee is required to perform tasks that demand the accurate coordination of coarse movements, where speed is a secondary consideration.

### **ACCOUNTABILITY (3)**

- Actions may cause inaccuracies in reports and records which affect activities based upon them; actions may delay succeeding or related operations and are usually discovered before results become serious ; actions may result in inappropriate interpretation of policies and procedures.

### **SAFETY AND WELL-BEING OF OTHERS (5)**

- Extreme degree of care required to prevent physical injury or psychological harm to others

### **SUPERVISION OF OTHERS (1)**

- Supervisory responsibility is not normally part of the job but there may be a requirement to show other workers how to perform tasks or duties.

### **CONTACTS (2)**

- Courtesy required in explaining, exchanging data or routine information. May carry out routine requests.

### **DISAGREEABLE CONDITIONS (4)**

- The work is performed in an environment with almost continuous exposure to minor conditions or frequent exposure to major conditions

### **CURRENT**

	KNO W	EX P	JU D	MEN T	PH Y	DE X	AC C	SA F	SU P	CO N	DI S	TOTA L	
POINT S	2	1	3	1	2	2	3	5	1	2	4	26	
WEIGH T	30	10	30	10	10	10	30	32	7	20	40	229	

### **NOT PREVIOUSLY RATED**