

Job Description

Job Title: Crossing Guard /Assistant
Position Code: 3N14, 3N15, CN14,
Job Classification: Non-Exempt

Supervisor: Principal
Pay Grade: 18
Contract Length: 192 Days

Essential Duties

1. Provides for the safety of children as they cross the street and directs traffic as appropriate.
2. Assists teacher with implementing the instructional program as planned.
3. Prepares instructional materials for use as teaching aides.
4. Assists with reinforcement of instructional lessons or activities for both individual and small group learning.
5. Assists teachers with evaluating student achievement.
6. Assists in implementing a classroom management program as directed by the teacher.
7. Assists teacher in maintaining discipline and noting observations of student behavior.
8. Models nondiscriminatory practices in all activities.
9. Performs other duties as assigned by Principal or appropriate administrator.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school or any equivalent combination of experience and training. Must be familiar with Virginia traffic laws, safety rules, hand signals, use of a whistle, and the Handbook for Adult School Crossing Guards. Must pass a criminal background investigation. Knowledge and understanding of child growth and development. Ability to work effectively with assigned teacher, principal, staff, parents and students. Ability to perform duties outdoors in various weather conditions.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must be mobile, with or without reasonable accommodation, and able to direct student movements on the street, and visit various classrooms and other classrooms where children receive instruction and/or participate in activities. Hear and understand speech at normal levels and outdoor; speak in audible tones so that others may understand clearly in classrooms and outdoors. Visual acuity necessary to observe students as they cross the street and in the learning environment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed outside or inside a school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Building principal or appropriate administrator.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crossing Guard / Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR