

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Crossing Guard/Lunch Supervisor/Playground Supervisor**

BAND	GRADE	SUBGRADE
A	1	NR
<b>DEPARTMENT:</b> Crossing Guard; Lunch Supervisor; Playground Supervisor	<b>ACCOUNTABLE TO:</b> Principal	<b>FLSA STATUS:</b> Temporary
<b>CLASS SUMMARY:</b> Incumbents are responsible for providing safety to children in cross walk areas, school grounds and in lunchrooms. Duties include: ensuring safety of children; escorting students to and from classrooms; delivering messages from parents or teachers; attending to children’s minor medical needs; assisting students and adults to safely cross streets; assisting students in the lunchroom; managing the bike rack area; managing street signs; enforcing school and crosswalk rules; enforcing school policies; supervising clean-up of lunchroom; organizing playground games; ensuring safe playground behavior; and, ensuring that no strangers come on to school property.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Crossing Guard, Lunch Supervisor and Playground Supervisor is a stand alone classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Stands watch for suspicious persons around school property and adjacent zones.	Daily	A1
2.	Picks up and drops off students to include escorting students to and from classrooms, delivering messages from parents or teachers, and helping students with backpacks and jackets.	Daily	A1
3.	Assists students and adults in crossing streets in marked school zone crosswalks.	Daily	A1
4.	Assists students in the lunchroom/playground.		
5.	Attends to children’s minor medical needs on playground to include taking care of personal hygiene, and applying band-aids.	Daily	A1

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6.	Notifies school administrator of traffic hazards and inadequately marked school zones, hazards on the playground or in cafeteria.	Daily	A1
7.	Monitors the bike rack area.	Daily	A1
8.	Monitors street signs to include ensuring that street signs are brought in and locked up at the end of the day.	Daily	A1
9.	Enforces school and crosswalk rules to include making sure students follow rules safely.	Daily	A1
10.	Enforces school policies in the lunchroom and on the playground.	Daily	A1
11.	Organizes playground games; ensures safe playground behavior.	Daily	A1
12.	Assists in traffic surveys.	As Required	A1
13.	Performs other duties of a similar nature or level.	As Required	N/B

**Qualifications** (position requirements at entry):

- Must be able to recognize potential hazards to individuals utilizing the crosswalks.
- Must be able to effectively communicate with children, parents, community members and DPS/law enforcement personnel.
- Must have adequate sight and hearing to protect children from potential traffic hazards.
- Ability to walk and perform school crossing duties in all weather and traffic conditions.
- Ability to learn and enforce school, crosswalk, and traffic rules and policies.
- Must be eighteen (18) years of age.

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**Skills** (position requirements at entry):

Skill in:

- Using equipment such as first aid kits, walkie talkie, traffic vests, street signs, brooms, dust pans, mops, balls, jump ropes, and other similar related items;
- Dealing with special needs children;
- Dealing with health problems;
- Basic equipment operation;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School diploma (or G.E.D.), or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, talk, observe, or hear. The employee is occasionally required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, step up and down, balance, stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Prepared by Human Resource Services: 8/20/2012