

DEPARTMENT: NORTH TONAWANDA POLICE DEPT.
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 3/11/99

CROSSING GUARD SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervision and direction of the School Crossing Guard Program. An employee in this class is responsible for ensuring that the duties of the School Crossing Guards are carried out in such a manner as to provide for the safety of children going to and from school. An incumbent in this position works under the general supervision of the Chief of Police and is allowed wide leeway in planning and supervising the work. Supervision is exercised over a number of School Crossing Guards. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

1. Makes inspections of all crossing stations to ensure that they are staffed and each School Crossing Guard is properly dressed;
2. May call in substitute Guards when needed;
3. Trains new School Crossing Guards in the performance of their duties;
4. Operates a motor vehicle to travel between crossing guard posts;
5. Investigates complaints against Guards and makes recommendations concerning their resolution;
6. Maintains time sheets and distributes paychecks of School Crossing Guards;
7. Orders clothes for Guards;
8. May fill in as Guard;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the geography of the community; ability to be firm yet courteous to the public; ability to keep simple records; ability to get along well with children; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a. Two years of experience as a School Crossing Guard; or
- b. One year of experience in Law Enforcement.

SPECIAL REQUIREMENTS:

Possession of the appropriate Federal and State Motor Vehicle Operator's License.