

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CROSSING GUARD

QUALIFICATIONS:

1. Completion of Grade 10 plus up to one month experience.
2. Patience with, and care for, students and a demonstrated aptitude for the work to be performed.
3. An ability to work well with other adults.
4. A desire to help children.
5. Self-assurance and a well modulated voice with the ability to speak fluently and communicate well.
6. Appreciation of the confidential nature of all information relating to students, parents and teachers.
7. Completion of Adult School Crossing Guard Workshop.

RESPONSIBLE TO: Administrative Officer

SUPERVISES: N/A

JOB GOAL: To assist in providing a well organized, supervised school environment.

PERFORMANCE RESPONSIBILITIES:

1. Ensure student safety at school crosswalks.
2. Monitors students before, during or after school.
3. Completes discipline reports.
4. Dispenses first aid supplies (e.g., band aids, ice packs)
5. Reports traffic violations.
6. Performs other assigned duties that are within the area of knowledge and skills required by the job description.

TERMS OF EMPLOYMENT: Ten months.

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EVALUATION

DATE: January 21, 2016

JOB TITLE: Crossing Guard

Factor	Degree	Points	Substantiating Data
1. Knowledge	1	15	Less than Grade 12.
2. Experience	1	15	Up to three months.
3. Judgement	2	20	The job requires the application of established methods or procedures. Work may involve a choice of methods.
4. Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5. Physical Effort	3	18	Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy activity of short duration.
6. Dexterity	1	6	Job requires tasks that demand coordination of coarse movements, where speed is a minor consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
10. Contacts	2	20	Courtesy and tact required in explaining, exchanging data or information
11. Disagreeable Conditions	3	30	Minor conditions with frequent exposure; OR Major conditions with occasional exposure.
TOTAL POINTS		236	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____

