

**CLASS TITLE: Crossing Guard Coordinator**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, coordinates city-wide operations of the crossing guard program in the Department of Police; and performs related duties as required.

**ESSENTIAL DUTIES:** Monitors the day-to-day operations of the crossing guard program to ensure the proper staffing of designated crossing locations or street intersections; conducts field inspections to assess the performance of Crossing Guards and to monitor adherence to procedures and uniform requirements; relays new or revised departmental directives to Crossing Guard Supervisors regarding staffing, personnel rules and procedures, and general operating procedures; conducts surveys of intersections for possible school crossing designation using established criteria to assess traffic conditions; evaluates requests and makes recommendations regarding the appropriate level of service needed to ensure the safe passage of school children; monitors manpower levels in the districts and maintains records to track crossing guard vacancies; organizes and participates in conducting orientation and training programs for new Crossing Guard staff; coordinates work efforts with Crossing Guard Supervisors in the assignment of Crossing Guards in the summer work program; investigates and responds to personnel issues forwarded from the districts including employee grievances, disciplinary actions and re-assignment requests.

**RELATED DUTIES:** Assists in coordinating the interviewing of applicants and the selection of new hires for Crossing Guard and Supervising Crossing Guard positions; maintains up-to-date lists of intersections requiring crossing guard assistance; prepares correspondence in response to public inquiries on crossing guard issues.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Four years of progressively responsible administrative experience in public safety or traffic control including one year of supervisory experience, or an equivalent combination of training and experience.

License Requirement. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Considerable knowledge of the National Safety Council rules for traffic safety. Considerable knowledge of the methods used to evaluate intersections for crossing guard services. Considerable knowledge of departmental regulations related to the Crossing Guard Program.

CLASS TITLE: Crossing Guard Coordinator (Cont'd)

Ability to provide direction to staff in implementing program activities. Ability to ensure adequate staffing of crossing guards across the city. Ability to provide training in crossing guard procedures. Ability to visit field sites and conduct traffic surveys.

Good organizational skills. Skill in resolving operational problems. Skill in evaluating the need for crossing guard services at intersections. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. General office equipment, including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions with the class.

January, 1999