



Crossing Guard Administrative Procedure 2.B.32

2.0 Human Resources
2.B Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Professional Reference:

Date Adopted: May 2025

Date Amended:

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

Crossing Guards are responsible for safely escorting pedestrians across roadways, at designated school crossing during the school year by monitoring traffic flow gaps and adhering to regulations, policies and procedures.

RESPONSIBILITIES AND DUTIES

- Ensure that the public going to and coming from school are assisted in crossing busy roadways safely at designated locations.
- Use a sign and hand signals when safely escorting pedestrians across the street by identifying gaps in traffic and stopping traffic as necessary.
- Must attend crossing in all weather conditions if school is open.
- Assist in the training on new Crossing Guards as needed.
- Able to attend meetings when required.

EMPLOYMENT REQUIREMENTS

- Minimum high school diploma or equivalent required.

SKILLS AND QUALIFICATIONS

- Ability to regularly report to assigned crossing on time, two times daily.
- The ability to stand, walk and hold the “STOP” sign for extended periods of time.
- The ability to remain alert and perform the job responsibilities in a safe and timely manner.
- The ability to provide excellent customer service skills, and to communicate clearly and effectively with pedestrians, residents and school officials.
- Excellent interpersonal skills; helpful, courteous and professional.

WORKING CONDITIONS

- Work is scheduled in split shift.
- Work is performed outdoors, in all weather conditions.
- Exposure to vehicle traffic, must have the agility to react to potential hazards.
- Continuous standing and walking, stepping down from and up to curbs.
- Must hold a crossing sign and perform physical hand and arm movements
- Maintain provided safety equipment.