

# Leon County Sheriffs Office

## Job Description - Listing

### POSITION: School Crossing Guard

ID	Statement	Performance Standard
<b>TASK</b>		
CG1093	Escort pedestrians across street / intersection.	When all traffic is safely stopped, the crossing guard will escort pedestrians across the street / intersection while holding the stop sign in such a manner as to be clearly visible to all drivers.
CG1094	Resume traffic flow with sign and hand signals or electronic traffic device.	When all pedestrians are safely across the street / intersection, the crossing guard will signal traffic to resume normal flow.
CG1095	Counsel pedestrians who ignore directions or traffic device.	The crossing guard will advice pedestrians who disregard directions of the dangers and possible fines shuch activities may result in.
CG1096	Report offenders (pedestrians or drivers) to supervisor.	Given a pedestrian or driver who ignores crossing gaurd signals or directions, the crossing guard will accurately record the individuals name, tag number, and other pertinent information, and rept the incident in writing to the appropriate supervisor for
LE5000	Monitor / respond dispatch and calls for service.	The employeer dilligently monitors dispatch and responds to all dispatch directed services calls in a timely manner consistent with call classification and in accordance with agency policies.
<b>POLICY</b>		
PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

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<b>PROFICIENCY</b>		
PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.
PR9	Knowledge of geographical jurisdiction	The employee is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction.

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**Performance Standard**

Notes, Comments, or Additional Performance Measures to be added:

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SUBJECT MATTER EXPERT APPROVAL

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