

NEW CASTLE COUNTY GOVERNMENT

Number 1105

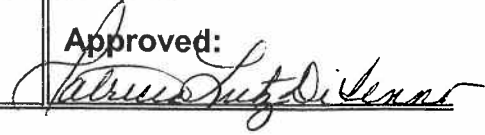
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Date 01/01/02

CLASS SPECIFICATION

Title: SCHOOL CROSSING GUARD SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Plans, oversees, and supervises the work of School Crossing Guards; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work involving the responsibility for seeing that School Crossing Guards perform their duties according to prescribed standards. The work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Supervises, plans, and reviews the work of School Crossing Guards;
- Evaluates the performance of School Crossing Guards and makes recommendations for appropriate disciplinary action;
- Makes daily inspection of school guard activities at each school;
- Issues guard uniforms;
- Substitutes for absent guards;
- Maintains guard time, mileage, and payroll records;
- Oversees the custody and issuance of school patrol equipment;
- Promotes safety in the schools;
- Keeps records and makes reports of school guard activities;
- Trains School Crossing Guards;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office terminology and procedures; some knowledge of elementary bookkeeping; good knowledge of traffic regulations and of school safety practices; ability and willingness to work in inclement weather throughout the year; ability to work with children; ability to supervise others; mental alertness and ability to react quickly and properly in an emergency; tact and courtesy; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination

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Date 01/01/02

Title: SCHOOL CROSSING GUARD SUPERVISOR

Approved:



ACCEPTABLE EXPERIENCE AND TRAINING: At least one year law enforcement experience or at least one calendar year working as a School Crossing Guard and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 07/01/87
Revised: 03/20/89
Revised: 01/19/93
Revised: 07/01/97
Revised: 01/01/02