

Township of East Zorra-Tavistock

Job Description

Crossing Guard

1. Position Title:

Crossing Guard

2. Date Approved:

January 1, 2025

3. Reports to:

Human Resources/Health & Safety Officer

4. Purpose:

a. To provide crossing guard services at various locations in the Township.

5. Scope of Position:

a. Attend to crossing locations at the required time to assist school children crossing roads.

6. Responsibilities:

a. Assists school children with crossing roads at designated crossing locations while travelling to and from school.

b. Provides general supervision to children while travelling to and from school, and reports any problems to the School Principal, Police or Township depending on the nature of the problem.

7. Working Conditions:

a. All work is conducted outdoors on or near a roadway.

b. May be subject to inclement weather.

8. Hours of Work:

- a. Approximately 30 minutes per crossing time. May involve 1 crossing in the morning, 2 at lunch and 1 in the afternoon. Tavistock locations do the morning and afternoon crossings and Innerkip locations do morning, lunch and afternoon crossings.

9. Working Relationships:

- a. With Human Resources/Health & Safety Officer – submits times sheets, reports any problems or incidents
- b. With Public – is polite and courteous, is a good role model for children

10. Knowledge and Skills:

- a. Ability to serve the public and interact well with school age children

11. Formal Education:

- a. No formal requirements

12. Impact of Errors:

- a. Improper or unsafe activity near or on a roadway may result in injuries.

13. Control:

- a. General supervision from Human Resources/Health & Safety Officer. Local police service will also provide direction and advice with respect to safety.

14. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.