**WAUNAKEE COMMUNITY SCHOOL DISTRICT**

**CROSSING GUARD - COMMUNITY**

Job Description

QUALIFICATIONS:

1) High school diploma (additional related training desirable but not required)

2) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Provide safety for public school students, private school students, and community members crossing streets or intersections. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1) Follow village ordinances regarding private and public school students and community members crossing streets.

2) Use good judgment in stopping traffic with proper use of manual stop sign and hand signals.

3) Report traffic violations to the Police Liaison Officer.

4) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

5) Perform other responsibilities as assigned by the Business Manager.

6) Promote a positive image of the District at all times.

Adopted: 9/8/97

Revised: 10/1/2015

Waunakee Community School District