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# HUDSON



## JOB OPPORTUNITY

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### Substitute School Crossing Guard

Starting Pay: \$12.12 per hour (Range A)

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*Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.*

#### **Class Summary**

The City of Hudson is accepting applications for the position of substitute School Crossing Guard to fill in as needed for the regular School Crossing Guard. This is specialized work ensuring the safety of school children and other pedestrians at assigned locations. Work involves the control of traffic in conjunction with the movement of children to and from school during the hours when school is opening or closing.

#### **Minimum Qualifications**

Possession of a high school diploma or GED, or any equivalent combination of education and/or experience as a school crossing guard. Candidate must be able to successfully complete a background investigation and pre-employment physical examination to include a drug screening.

#### **How to Apply**

Employment application forms may be printed at [www.hudson.oh.us](http://www.hudson.oh.us) or obtained at the City of Hudson Municipal Services Center, 115 Executive Parkway, Suite 400, Hudson, Ohio, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed applications may be submitted by email to [HumanResources@hudson.oh.us](mailto:HumanResources@hudson.oh.us) or mailed to City of Hudson/HR, Attn: Substitute School Crossing Guard, 115 Executive Parkway, Suite 400 Hudson, Ohio 44236. Open until filled. EOE

*The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*

Date Posted: 10/29/2018

City of Hudson, Ohio  
**SCHOOL CROSSING GUARD**

FLSA Status: N

Class Code: Non-Bargaining

Updated: 06/28/2016

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**CLASS SUMMARY**

This is specialized work ensuring the safety of school children and other pedestrians at assigned locations. Work involves the control of traffic in conjunction with the movement of children to and from school during the hours when school is opening or closing. Employees in this classification control traffic through the use of hand signals, signs or by the normal control of traffic lights. Work is performed under supervision according to written and oral directives and is reviewed through on-site inspections for results obtained.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Ensures the safety of school children at assigned locations; keeps children behind the curb until it is safe to cross the street; escorts children across streets.

Controls and directs traffic by using approved hand signals, signs and by normal operation of traffic signals.

Instructs children in the proper use of traffic regulations as they relate to pedestrians; provides general assistance to children as needed.

Records vehicle identification information on traffic violators and presents information to superiors or to police officers.

Directs traffic during special events.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is performed outdoors at locations around school buildings. Work requires frequent standing, walking, stooping, kneeling, lifting and carrying objects weighing up to 25 pounds. Work also requires frequent reaching with hands and arms in front of body and overhead, and using hands and fingers in directing traffic. Work frequently subjects employee to adverse weather conditions.

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**MINIMUM QUALIFICATIONS**

Work requires possession of a high school diploma or GED, or an equivalent combination of education and/or experience that provides the following knowledge, abilities and skills:

Some knowledge of traffic regulations as they relate to the control of traffic and to pedestrians.

Ability to work with school age children.

Ability to communicate effectively, both orally and in writing.

Ability to work in adverse weather conditions.

Skill in establishing and maintaining working relationships with superiors, school personnel, school children, parents and the general public.

**LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS** *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

None required.