

Leon County Sheriffs Office

Job Description - Listing

POSITION: School Crossing Guard

ID	Statement	Performance Standard
TASK		
CG1093	Escort pedestrians across street and/or intersection.	The member when all traffic is safely stopped will escort pedestrians across the street and/or intersection while holding the stop sign in such a manner as to be clearly visible to all drivers in accordance with agency policies and procedures.
CG1094	Resume traffic flow with sign and hand signals or electronic traffic device.	The member when all pedestrians are safely across the street and/or intersection will signal traffic to resume normal flow in accordance with agency policies and procedures.
CG1095	Counsel pedestrians who ignore directions or traffic device.	The member will advise pedestrians who disregard directions of the dangers and possible fines which may result in such activities in accordance with agency policies and procedures.
CG1096	Report offenders (pedestrians or drivers) to supervisor.	The member given a pedestrian or driver who ignores signals or directions will accurately record the individuals name, tag number, and other pertinent information, and report the incident in writing to the appropriate supervisor in accordance with agency policies and procedures.
LE5000	Monitor and/or respond dispatch and calls for service.	The member 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 and procedures.
POLICY		
PL1	Accepts supervision and direction.	The member responds to supervision, guidance and direction of superiors in a positive, receptive manner.
PL2	Grooming and dress.	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and policies.
PL3	Observes work hours.	The member observes assigned work hours, is at work on time and works the shift until the shift is over.
PL4	Contact with public.	The member demonstrates a polite, helpful, courteous and professional image when in the contact of the public and/or when engaged in any public activity.

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PL5	Operation and care of equipment.	The member properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency polices and procedures.

PROFICIENCY

PR10	Knowledge of geographical jurisdiction.	The member is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction.
PR23	Inter-personal skills.	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR27	General communications skills.	The member 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 individuals.
PR37	Knowledge of procedural and policy manuals.	The member has the ability to read, interpret and follow agency policies and procedures and demonstrates this knowledge via oral or written testing.
PR5	Verbal communications.	The member conveys verbal information, instructions, directives and/or commands in a clear, concise and intelligible manner.
PR6	Written communications.	The members written communications are accurate, concise, legible and timely.

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LCSO PERFORMANCE EVALUATION
SUPERVISOR/MEMBER PERFORMANCE COUNSELING
BEGINNING OF RATING PERIOD

I certify that my Position Tasks, Job Performance Expectations and Evaluation Rating Criteria were discussed with me.

Member

Date

I certify that Position Tasks, Job Performance Expectations and Evaluation Rating Criteria have been discussed with the member.

Supervisor

Date