

***Rantoul City Schools District 137***  
Job Description

**Position Title:** Crossing Guard

**Department:** Facilities

**Reports to:** Facilities Manager or Designee

**FLSA Class:** Non-Exempt

**SUMMARY**

Controls traffic at crossing points for school children in pedestrian lanes; assists and protects children while they cross the street.

**QUALIFICATIONS**

1. High school diploma or equivalent required.
2. Ability to respond to questions from administrators, staff and the general public consistent with the duties of this position.
3. Ability to relate to children and communicate well with staff members, teachers, and parents.
4. Self-directed, and able to work without direct supervision
5. Interpersonal relations as applied to contacts with children and motorists.
6. Knowledge of traffic rules and safety regulations pertaining to school crossing.
7. Dependable and reliable.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.
9. Able to stoop, reach, stand, walk, lift, pull, push, grasp, talk and hear.
10. Able to perform duties in varying weather conditions.
11. Ability to lift and carry up to 20 lbs.
12. Ability to push and pull up to 10 lbs.

**DUTIES**

1. Direct or escort pedestrians across streets, stopping traffic as necessary.
2. Guide or control vehicular or pedestrian traffic.
3. Communicate traffic and crossing rules and other information to students and adults.
4. Wear appropriate emergency vest to signify they are a Crossing Guard; and utilize the handheld stop-sign when assisting pedestrians across their assigned street.
5. When available, enact crossing light(s) at the beginning of duty and deactivate crossing light(s) at the conclusion of duty.
6. Place safety cones in street at the beginning of duty and remove safety cones from street at the conclusion of duty.
7. During hours of duty, must be outside of personal vehicle and ready to help or assist pedestrians in crossing their assigned street. In case of severe weather, the Crossing Guard may remain in personal vehicle until needed but must always be ready to assist all pedestrians in crossing their assigned street.
8. Under no circumstances should a Crossing Guard allow a student to enter their personal vehicle in their capacity as a Crossing Guard without prior permission from their supervisor or an administrator in the School District.
9. Learn the location and purpose of street traffic signs within assigned area.
10. Monitor traffic flow to locate safe gaps through which pedestrians can cross streets.
11. Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.
12. Report unsafe behavior of children to school officials.
13. Collaborate with Rantoul Police Department's School Resource Officer as needed.

14. Perform other duties as assigned by the Facilities Manager or Designee

### **SCHEDULING**

Hours will be assigned by building Monday through Friday. Hours may vary based on school district needs.

### **MENTAL DEMANDS:**

1. Ability to communicate (verbal and written) and effectively communicate with students, staff and community members.
2. Ability to maintain emotional control under stress.

### **WORKING CONDITIONS:**

1. Outdoor exposure to temperatures (e.g. hot, warm, cool, cold), weather (e.g. rain, snow, wind), exposure to noise, and exposure to mowed grass.
2. Regular work attendance.
3. This position does not qualify for remote work.

**TERMS OF EMPLOYMENT:** This is a part-time position and is not eligible for benefits. Paid time off will be allocated proportionate to the hours worked.

**SALARY:** - To be established by the Board of Education; based on pay schedule for cafeteria cook.

**EVALUATION:** The Facilities Manager or designee will conduct an initial performance review at 45 days and 90 days and then at least annually.

Approved:

**Note:** For the 2025-2026 school year, we anticipate this position being 1.5 hours per day, from 7:30 AM to 8:15 AM and 2:30 PM to 3:15 PM. The employee is responsible for transporting and storing equipment (e.g. traffic cones, traffic sign, and reflective vest.)