



Seminole County Sheriff's Office

SCHOOL CROSSING GUARD COORDINATOR

Class Spec Code: 1060

Established Date: 10/15/2020

Last Revised Date: 01/12/2022

Effective: 01/12/2022

Salary Range

\$17.96 - \$28.77 Hourly

Bargaining Unit

N/A

EEO

EEO4-Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Provides supervisory and administrative work responsible for assisting the School Crossing Supervisor by coordinating the daily activities and functions of the School Crossing Guards assigned to a geographic area.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Personnel management of assigned crossing guards (by geographic areas).

Coordinates and schedules school crossing posts and substitute guards.

May be required to perform the duties of a School Crossing Guard as needed.

Initiates and effectively recommends performance evaluations, commendation and disciplinary actions for assigned personnel.

Assists/conducts with bi-weekly payroll for assigned personnel when needed; teaching of safety programs in schools and at community events.

Schedules and assists with the interview process for potential new hires.

Assist/conducts orientation for new school crossing guards; mandatory retraining for assigned personnel.

Undertake program supervisory duties when needed.

Periodically observes School Crossing Guards at their post to ensure compliance with established safety rules and regulations.

Maintains inventories of equipment utilized in the School Crossing Guard program.

Assists in annual school crossing inspections for compliance with state regulations and accreditation standards.

Assists with complaints from parents, motorists, schools, or from other sources regarding the School Crossing Guard Program or its personnel and initiates appropriate action.

Minimum Qualifications

- High School Diploma or GED
- Two (2) years of work experience in a position which provides incumbent with extensive knowledge of the County's transportation/road system network; or an equivalent combination of education, training, and experience
- Must be certified as a Crossing Guard Trainer by the Florida Department of Transportation within six (6) months of employment
- Must possess and maintain a valid Florida Driver's License
- Must have knowledge of Microsoft and Excel

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of the geography of Seminole County to include street locations and intersections. Knowledge of the state and local rules and regulations regarding the effective and efficient operation of a school crossing guard program. Considerable ability to work independently to achieve accurate and timely results. Ability to establish and maintain an effective working relationship with public officials, supervisors, co-workers, crossing guards, and the general public; to develop and coordinate scheduling of personnel; to maintain detailed accurate records and effective filing systems; to communicate effectively both verbally and in writing.

WORKING CONDITIONS

The work environment for this position is in office and in field utilizing Sheriff's Office marked SCG vehicles, incumbent drives a vehicle daily to observe crossings and may be required to work outside in adverse weather conditions.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility- Frequent standing and/or sitting for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, running, required to drive an agency vehicle

Lifting- Able to lift 25 pounds

Visual- Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity- Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime

Environmental- Exposure to varied weather conditions.