



ELMWOOD PARK POLICE DEPARTMENT

Frank Fagiano, Chief of Police

SCHOOL CROSSING GUARD POSITION



For Immediate Release: WANT TO GIVE BACK TO YOUR LOCAL SCHOOL DISTRICT? The Elmwood Park Police Department and School District #401 is looking for dedicated and motivated individuals to become School Crossing Guards. Come join our Elmwood Park team and start making a difference in our community.

Job Title: School Crossing Guard

Application Pick-Up: Elmwood Park Police Department, 7420 W. Fullerton Avenue, Elmwood Park, 2nd floor, M-F 9am to 5pm.

Summary

Public safety work enforcing traffic regulations at assigned school crosswalk.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Enforces traffic ordinances at an assigned school crossing zone. Escorts children across the street going to and returning home from school. Records license numbers of vehicles violating traffic regulations at a school crosswalk. Promptly reports violators to the Department.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- **Customer Service** - Manages difficult or emotional situations.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- **Organizational Support** - Follows policies and procedures.
- **Diversity** - Shows respect and sensitivity for cultural differences.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others;
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- **Education and/or Experience** - Minimum of eighteen (18) years of age.
- **Language Skills** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- **Reasoning Ability** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Certificates, Licenses, Registrations** - Must provide own transportation to assigned post. Must not have been convicted of a felony crime or a misdemeanor involving moral turpitude or drugs. Candidates will undergo fingerprint and background check prior to hire.
- **Other Skills and Abilities** - Knowledge of municipal ordinances regulating the movement of traffic at a school crosswalk. Ability to work with children and to instruct them in the need for crossing streets in a safe manner. Ability to enforce firmly and impartially the laws and ordinances relating to the area of work. Ability to understand and functions. While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.
- **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to walk, stand, use hands to finger, handle, or feel, reach with hands and arms, talk and hear. The employee may occasionally lift and/or move up to 35 pounds. The employee is occasionally required to react and control an emergency situation for the safety of children. Must possess sufficient physical strength to stand and walk for long periods of time, occasionally under adverse weather conditions. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Must also have adequate hearing to anticipate possible endangerment.
- **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.