

## SCHOOL CROSSING GUARD SUPERVISOR

### NATURE AND VARIETY OF WORK

This is a responsible, first-line supervisory and administrative position in the Safety Education Section of the Prince George's County Police Department. This class receives general supervision from the Commanding Officer of the section, but requires frequent use of initiative and independent judgment to effectively carry out the program of providing adequate protection at the many crossings. The major responsibilities of the position involve the recruitment and selection of competent guards and ascertaining that all crossings are covered at the required times.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Directly supervises Assistant School Crossing Guard Supervisor and indirectly supervises School Crossing Guards.

Recruits and assists in the selection of School Crossing Guard replacements as needed.

Assumes a major role in the training of School Crossing Guards both in recruit school and through on-the-job instruction.

Arranges for the School Crossing Guards to be properly equipped and uniformed.

Receives calls early each morning from School Crossing Guards who cannot report for duty and then obtains adequate replacement.

Periodically inspects crossings and checks School Crossing Guards in regard to proper traffic direction, neatness, punctuality, proper uniform and conduct in accordance with the Police Manual.

Prepares timesheets for School Crossing Guards; keeps leave records of School Crossing Guards.

Prepares correspondence relative to investigation of prospective School Crossing Guards; writes letters of appointment.

Recommends improvements in crossing procedures.

Prepares monthly report of all School Crossing Guards' activities and submits this report to the Commanding Officer of the section.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Comprehensive knowledge of police rules and regulations as they pertain to traffic safety.

Thorough knowledge of traffic laws and ordinances.

Thorough knowledge of the geography of Prince George's County.

Ability to understand and communicate oral and written instructions.

Ability to plan and supervise the work of others.

Ability to prepare reports.

#### MINIMUM QUALIFICATIONS

High school diploma or equivalent with at least one (1) year of experience directing or controlling traffic or serving as a Crossing Guard plus one (1) year of supervisory experience. Equivalent combination of training, education or experience will also be considered.

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