SPRINGFIELD PUBLIC SCHOOL DISTRICT 186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: Adult School Crossing Guard subs **DATE:** September 29, 2014

LOCATION OF POSITION: Various locations

DAYS PER YEAR: 175 **HOURS PER DAY:** 2

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position

REQUIREMENTS:

1. High school Diploma or GED
2. Experience working with children or community service
3. Knowledge of traffic signs, hazards, and safety precautions
4. Ability to effectively communicate basic traffic instructions
5. Ability to see and hear cars and children at major crossings
6. Ability to lift and hold "STOP" sign above head
7. Ability to maintain adequate attendance
8. Ability to maintain a working relationship with children school officials, and the general public
9. Ability to maintain accurate records and documentation

SPECIFIC RESPONSIBILITIES:

1. Escort children across designated school crossing zones
2. Assures the safety of children and motorist, communicates effectively with children, parents and the general public
3. Report vehicles that fail to slow down to the proper authorities
4. Report unsafe traffic conditions in school crossing zones and suspicious vehicles or persons noticed hanging around school area
5. Communicates safety instructions and directions to students, parents, and motorist traveling through the school safety zone
6. Correctly fill out routine forms
7. Conducts other duties as assigned by Management

FILING DATE DEADLINE: Until Filled **APPOINTMENT DATE:** Immediately

SALARY: $10.03 per hour
SELECTION PROCEDURE: Application, Interview, Selection
NO BENEFITS

Please refer application and resume to:

Gina McLaughlin Schurman
Interim Director of Human Resources
Springfield Public Schools
1900 West Monroe Street
Springfield IL 62704
Telephone: 525-3006

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