

NOTICE OF VACANCY

DATE: September 16, 2019

TITLE OF VACANCY: **Substitute** Adult School Crossing Guard

LOCATION: Various

HOURS PER DAY: 2

REQUIREMENTS/QUALIFICATIONS:

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
10. **Must have reliable transportation**

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

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$11.25 per hour (18-19 Salary Schedule)

BENEFITS: No Benefits

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions OR

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources
1900 West Monroe Street
Springfield, IL 62704