Charles County Sheriff's Office

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CROSSING GUARD

Division:	**Community Services Division**
Section:	**School Resource Section**
Pay Grade:	**1CG**
FLSA Status:	**Non-Exempt**
Classification:	**Part-Time**
Date of Commanders Audit Review:	**March 2026**
Date Last Modified:	**December 2023**

JOB SUMMARY

This **part-time** position provides for safe crossing passage for students in the County. Assists children and parents in safely crossing intersections to and from school on school days and during special events; secures safe intersections by schools by starting and restarting flow of traffic; controls traffic for motorists and buses entering and exiting school property; places and picks up school sentinel and other signs in roadway at designated points near crossings; and communicates with the school via radio as needed. The employee receives supervision from, and reports directly to, a **Supervisor School Resource Unit**.

ESSENTIAL JOB FUNCTIONS

- Directs school children in crossing streets safely within a reasonable amount of time.
- Controls vehicular traffic as necessary and with the safety of all concerned to assure the safe crossing of school children.
- Informs motorists, through appropriate hand signals, that school children are about to use the crossing and have the right of way.
- Reports motorists who fail to comply with the provisions of the law.
- Attends and participates in meetings and training sessions, as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED).

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.
- Ability to be in good physical condition.
- Ability to be of good moral character.
- Ability to read, understand, comprehend, and follow oral and written instructions.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 of force to move objects.

WORK ENVIRONMENT

Work is performed primarily in an outdoor setting with the employee standing exposed to weather elements and temperature extremes and temperatures may range from below freezing to above 100 degrees.