

Polk County Sheriff's Office Job Description
1642 School Crossing Supervisor
March 30, 1998, Revised October 1, 2009

Position Concept:

The School Crossing Supervisor supervises part-time School Crossing Guards engaged in escorting school children safely across highways and intersections. The member performs administrative, operational, supervisory and public relations tasks.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The School Crossing Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Process applicants for hire
- Complete First Report of Injury
- Request and distribute supplies
- Distribute new policies
- Prepare statistical reports
- Dispatch maintenance problems
- Inspect school crossings
- Substitute for Crossing Guards
- Conduct meetings
- Verify mileage records
- Prepare and maintain files
- Compose correspondence
- Supervise School Crossing Unit
- Evaluate School Crossing Guards
- Provide training
- Schedule training
- Verify time sheets
- Receive and resolve discrepancies
- Schedule/conduct recognition luncheon
- Liaison with other agencies
- Coordinate safety programs
- Conduct committee meetings
- Recruit personnel
- Investigate citizen complaints

Education, Professional Certification or License:

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour *CJSTC approved Line Supervision course or equivalent
- Valid Florida driver's license
- *FCIC/NCIC certification
- State Certified School Crossing Guard Trainer

Professional Experience:

- Minimum one (1) year supervisory experience

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works during inclement weather conditions
- Works close to vehicular traffic flow

Polk County Sheriff's Office Job Description 1642 School Crossing Supervisor

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Resources
- Geographical area
- PCSO hiring process
- Manual on Uniform Control Devices
- Polk County School Board bell schedule
- Polk County Traffic Operations/Road Maintenance
- Area municipalities/agencies
- Florida State Statute 316.1895
- Established school crossings
- Regulation/laws pertaining to Unit
- Federal/State laws pertaining to personnel
- Florida Department of Transportation School Crossing Guidelines
- School locations
- Basic first aid
- Traffic safety principles
- Traffic laws
- Appropriate forms
- Confidentiality laws
- Unit needs
- Safety program

Ability to:

- Operate a motor vehicle
- Identify potential applicants
- Read and write English
- Compose
- Perform research
- Operate audio/visual equipment
- Operate calculator
- Comprehend
- File alphabetically/numerically

Skills:

- Interpersonal
- Public speaking
- Keyboarding
- Basic mathematical
- Basic English grammar
- Supervisory
- Instructor
- Telephone
- Scheduling
- Interviewing
- Computer
- Clerical
- Observation
- Decision making
- Organizational
- Problem solving

Physical Requirements:

- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Lift/carry 35 lbs.
- Bend/squat
- Stand for long periods
- Sit for long periods
- Manual dexterity
- Recognize colors
- Walk
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center