



Pasco Sheriff's Office  
**POSITION DESCRIPTION**

**Position Number:** 445/707

**Retirement Class Code:** HA (Regular Risk)

**Class Title:** School Crossing Guard / Substitute School Crossing Guard

**Type of Position:** Civilian

**Pay Grade:** H01

**1. Workweek:** Part -Time (40 hours bi-weekly) or as needed

**2. FLSA:** Non-exempt from overtime

**3. EEO Category:** 06 (Administrative Support)

**4. Department:** ICIB/ Youth Services

**5. Section/Org Code:** 8810

**6. Location:** Youth Services

**7. Job Summary:** Part time specialized civilian position involving the control of pedestrians at designated public schools to guide school children safely across the street. This position is limited to those hours when school is opening or closing during regular school hours in the regular school year or summer session (normally four hours per day during the 181 day regular school year).

**8. Working conditions:** Work outside in the assigned areas of schools. Can be subjected to inclement weather while working.

**9. Position reports to:** School Crossing Guard Supervisor

**10. Position directly supervises:** Position does not supervise any members

**11. Education and Experience:** High School Equivalent (Diploma/General Equivalency Diploma) preferred. This position must have a Valid Florida Driver License at all times. D.O.T. School Crossing Guard Certification

**12. Illustrative duties and responsibilities:**

**95% DUTY AREAS –Illustrative Tasks:** Complete assignments as directed. Participate in meetings and training. Complete, update, and submit required paperwork and reports. Utilize school crossing cones/signs. Stop and direct pedestrians to remain on curb, and/or easement of roadway, until all other traffic is stopped. Direct pedestrians and cyclists across street/intersection. Follow direction provided by Traffic Control Officer when a Traffic Control Officer is present. Counsel pedestrians who ignore directions or traffic device.

**5% DUTY AREA –Illustrative Tasks: Administrative:** Report crimes and/or offenders to supervisor, maintain positive contact with the public, accept supervision and direction, and complete individual time sheets.

**13. Associated knowledge, skills and abilities:**

**Knowledge of:**

Knowledge of geographic locations  
Knowledge of office policy and procedures  
Knowledge of Florida Statutes/County Codes  
Knowledge of Human Diversity awareness  
Knowledge of traffic violations per F.S.S  
Knowledge of Chain of Command  
Knowledge of Code of Ethics

**Skilled in:**

Interpersonal skills  
Written and verbal communication skills



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**Ability to:**

Clearly speak, understands, read, and legibly write English  
Communicate effectively with staff members and general public. Posses short/long term memory.

**The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:**

- Stand up to 2 hours per shift (2 shifts per day)
- Walk up to 2 hours per shift (2 shifts per day)
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist
- Ability to work extended periods of time while wearing special equipment
- Ability to hold sign at shoulder height using issued equipment

**Other Requirements:**

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work in hazardous conditions

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**14. Equipment or machines routinely used in this position:** Traffic Cones and Signs.

**15. Amount and type of supervision position receive:** Amount and type of supervision position receives: Member will work under continuous guidance of a School Crossing Guard supervisor and supervision of the Sergeant.

**16. Review procedures:** the position will be evaluated annually during probationary period and biennially thereafter.

**17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations.**

**18. Essential Tier Response: Tier 3- Non Mission Essential: This designation is for those positions that provide routine sustainment support to the organization, but will not de-grade the organization's mission success.**

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE