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Director, Human Resources



**Town of Ludlow**  
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## **\*\* EXTERNAL POSTING \*\***

Title:	School Crossing Guard	Classification:	1 Hr/day, Non-Benefited; Non-Union
Department:	Police Reports Department	Grade: SG-1	Salary: \$20.5580 Per/Hr.
Reports to:	Sergeant in Charge	Effective Date:	August 25, 2022

### **GENERAL SUMMARY**

Provides for the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in the traffic and leading the children across the roadway or intersection. Crossing Guards are not to engage in traffic direction or control. Qualified applicant will work approximately one hour per day, Monday through Friday, during the public-school year. Specific hours to be worked will be set by the Supervisor at the Police Department and may vary according to demand and workload.

### **KEY RESPONSIBILITIES**

*(The essential functions listed below are intended only as examples of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Assist students on their way to and from school by safely crossing roadways and intersections.
- Watch for gaps in the traffic and walk students across the roadway or intersection while holding a "STOP" sign in such a manner as to be visible to approaching vehicles.
- Report directly to the assigned crossing station, on time and remaining there until conclusion of assignment.
- Shall be in good physical condition that will permit adequate job performance.
- Ensure that students use the proper crossing locations and that no students are in the street while traffic is moving.
- Be alert for present or potential traffic hazards in the areas surrounding the assigned crossing station.
- Submit a written report of any hazards to the Ludlow Police Department, Attention: Sergeant in Charge. Report will include a recommendation as to what remedial steps can be taken to correct said hazard.
- Perform related work as directed by Supervisor and/or his/her designee.

### **MINIMUM QUALIFICATIONS**

Qualified applicants must have a high school diploma or equivalent; be able to work independently; possess physical ability to perform the required duties; and ability to appropriately communicate verbally with school students. Regular and punctual attendance is a required.

### **SUBMISSION DEADLINE**

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at [www.ludlowma.us:81/HR/](http://www.ludlowma.us:81/HR/) via email to [HRJobs@ludlow.ma.us](mailto:HRJobs@ludlow.ma.us). **No application submissions will be accepted if incomplete or received after the deadline.** Applications will be accepted until position is filled. Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.