



POLICE DEPARTMENT NEW PROVIDENCE, NEW JERSEY



Theresa A. Gazaway
Chief of Police

Stephen Drown
Lieutenant
Detective Bureau Commander

Daniel Henn
Captain

Sean Bubb
Lieutenant
Patrol Commander

HIRING ANNOUNCEMENT

SCHOOL CROSSING GUARD

*****APPLICATIONS ARE AVAILABLE FOR PICK UP AT BOROUGH HALL*****

Job Title: School Crossing Guard

Employer:

Borough of New Providence
Police Department
360 Elkwood Avenue
New Providence, NJ 07974

The Borough of New Providence is currently recruiting for several school crossing guard positions in the Police Department. You can be an important member of a successful team of individuals committed to the safety of school children in your community. School Crossing Guards work approximately 15-20 hours per week, Monday through Friday, during the regular school year at designated locations in the borough assisting elementary, middle and high school students.

Example Schedule:

- Posts are typically 1 hour to 1.5 hours in both the morning and afternoon
- Times are subject to change on ½ day school schedules

Job Description:

Crossing guards assist children in crossing the street on their way to and from school. Crossing guards provide safe crossings of the roadways and model appropriate street skills and behavior for children. They do this by:

- Choosing good times to step into the street to create gaps in traffic

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360 Elkwood Avenue ■ New Providence ■ New Jersey ■ 07974
908-665-1111 ■ 908-665-9873 (FAX)

- Standing in the roadway with STOP paddle continuously raised to shoulder height to show that pedestrians are using the crosswalk. Stands for a minimum of one hour at a time.
- Verbally directing children across the street
- Recognizing and communicating potentially dangerous traffic situations and hazards in the environment
- Fulfilling job requirements outdoors in all weather, including rain, fog, snow, sleet, cold, heat, humidity, and wind

Crossing guards will perform all other duties assigned.

Essential Functions	Physical Demands
Chooses good times to step into street to create gaps in traffic	Vision, Hearing, Agility/Balance, Standing, Walking, Reaching
Stands in roadway with STOP paddle (weighing 3 lbs.) raised continuously to show that pedestrians are using the crosswalk.	Standing, Walking, Turning/Twisting, Lifting, Holding, Agility/Balance
Verbally directs children across street	Communicates clearly, courteously, and firmly
Recognizes and communicates potentially dangerous traffic situations and hazards in the environment	Vision, Hearing, Communicates verbally and in writing

Physical Demand Description:

Physical Demand	Description	Frequency
Standing/Walking	Stands and walks on various surfaces including asphalt, concrete, uneven pavement, dirt, grass, uneven ground	Continuously
Lifting/Holding/Reaching	Lifts and holds STOP paddle at shoulder height May reach to push buttons to activate “walk/don’t walk” traffic signal	Continuously
Turning/Twisting	Turns head and body to observe traffic and children approaching crosswalk	Continuously
Agility/Balance	Lifts both feet over curb and steps off curb Walks on snow, ice, uneven pavement Can react and move quickly to avoid vehicles	Continuously
Communicate verbally	Speaks clearly, and firmly to instruct child pedestrians and other pedestrians during crossing	Continuously
Communicate in writing	Writes sufficiently to report problems	Occasionally
Tolerance for weather extremes	Performs crossings in rain, fog, snow, sleet, cold, heat, humidity, and wind	Continuously
Vision	To observe vehicles and pedestrians, read signs, and recognize potentially dangerous traffic situations and environmental hazards such as potholes, ice, sidewalk obstructions	Continuously

Hearing	To recognize vehicles approaching from any direction, backup alarms, horns; to hear children and other pedestrians speaking in a potentially noisy, distracting environment	Continuously
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Education, Training and Experience

Required:

- Must have a High School Diploma or equivalent. **Or** Any combination of education and experience equivalent to graduation from high school.
- Must be 18 years of age or older.
- Must be a U.S. citizen and a New Jersey resident.
- Must successfully pass a thorough criminal history and background check.
- Valid Driver’s License may be required.

Training and equipment will be provided:

- Must successfully pass 2 hours of classroom training and 20 hours on the job training.
- Must successfully pass a six month probation period.

Compensation

Crossing Guards are paid at \$21.00 per hour.

Sick time is accrued in accordance with New Jersey and Federal laws.

Contact:

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For more information, please call Sergeant Andrew Diamond at 908-665-1115 or email adiamond@nppolice.org.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

THE BOROUGH OF NEW PROVIDENCE IS AN EQUAL OPPORTUNITY EMPLOYER