

JOB TITLE: School Patrol Officer

PD/21

DEPARTMENT: Police, City of Hendersonville

JOB SUMMARY: This position control and directs traffic in school zones to ensure the safety of students and other pedestrians.

**MAJOR DUTIES:**

- o Controls vehicular traffic in school zones; utilizes hand signals and whistle commands.
- o Directs pedestrian traffic.
- o Records license tag numbers of vehicles in violation of traffic laws.
- o Reports incidents or accidents to school officials and law enforcement personnel.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of traffic laws and patterns in school zones.
- o Knowledge of basic safety rules.
- o Knowledge of the techniques of traffic direction.
- o Skill in oral communication.
- o Skill in hand and whistle signals used in the direction of traffic.

**SUPERVISORY CONTROL:** The Supervisor assigns work in terms of somewhat general instructions. The supervisor spot checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include traffic laws applicable to school zone areas and departmental policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in directing traffic in school zones.

**SCOPE AND EFFECT:** The purpose of this assignment is to safeguard school children at designated school crossings and to assist with maintaining a smooth flow of traffic in school zones. The work affects the safety and well-being of children using crossing areas and provides for the safe, smooth traffic flow through school areas.

**PERSONAL CONTACTS:** Contacts are typically with school officials, school children, co-workers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically for giving/exchanging information and providing services.

**PHYSICAL DEMANDS:** Work is typically performed standing or walking.

**WORK ENVIRONMENT:** Work is performed outdoors at school crossing intersections and in other heavy traffic areas. The employee is exposed to hot/cold/inclement weather, noise, dust, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform basic mathematical calculations.
- o No experience requirements.
- o Possession of or ability to readily obtain a valid drivers license issued by the State of Tennessee for the type of vehicle or equipment operated.