

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: TRAFFIC ADVISORY ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, performs duties related to traffic control on and around the campus and does related work as required.

TYPICAL DUTIES:

Maintains a safe situation at all times while directing traffic in the parking lot and in the designated student drop off and pick up areas for the purpose of maintaining individual's safety. (E)

Assists students and adults in proceeding carefully while crossing parking areas or streets for the purpose of maintaining individual's safety. (E)

Follows instructions given by the principal for the purpose of supporting their safety endeavors. (E)

Assists other personnel as may be required, while maintaining a safe environment for all for the purpose of reducing safety risks. (E)

Performs other duties as assigned.

KNOWLEDGE OF:

Traffic rules and laws.

Maintaining a safe school traffic environment as students are arriving and departing from school.

Problem-solving techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand and carry out oral and written instructions.

Address people in a polite and courteous manner.

Handle stressful situations.

Demonstrate good judgment, initiative, and responsibility.

Communicate effectively.

ENVIRONMENT:

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.

Hearing and speaking to exchange information.

Seeing to monitor traffic and children.

Reaching overhead, above the shoulders and horizontally to direct traffic.

HAZARDS:

Traffic hazards.