

Town of Gravenhurst  
Spare School Crossing Guard 2023- 2024  
JOB DESCRIPTION- Schedule 'A'

**JOB TITLE:** School Crossing Guard (Contract)  
**REPORTS TO:** Manager of By-Law Services or (designate)

**TERM:** Valid from September 5, 2023 to June 28, 2024.

**PRIMARY PURPOSE OF JOB:**

- To provide the safest possible environment for persons using the crossing in all types of weather.

**NORMAL ENTRANCE QUALIFICATIONS:**

- Must be mature, punctual, attentive, alert, perceptive, have good hearing and vision.
- Must get along well with young children.
- Must be physically able to carry out duties as required.
- Must be willing to carry out duties in all types of weather.
- Must provide and pass a vulnerable sector check.

**AS CONDITION OF CONTRACT:**

- Must attend schedule training programs.
- Must act in a professional manner.
- Must report for duty at all times unless excused by the Manager of By-Law Services (or designate). Requests for absence must be received 48 hrs. in advance.
- Must arrange for a replacement guard for excused absences and when sick.
- Must be available daily Monday to Friday by telephone between 7:15 am and 7:30 am and throughout the day in anticipation that their services may be required.
- Must use Town of Gravenhurst replacement school crossing guards only.
- Must be punctual at all times. Unexcused tardiness or absence from an assigned crossing imperils the safety of children.
- Must be attentive at all times. Radios, toddlers (any children), companions, dogs, food, reading material, smoking, or any other distractions are not permitted at the crossing.
- Must not be under the influence of alcoholic beverages, controlled substances, or prescription drugs.
- Issued safety equipment and stop paddle must be used at all times.
- Must attend all Health and Safety training arranged by the employer.
- Must be clean, neat and well groomed in appearance.
- Not reporting for duty is unacceptable and the employee may be dismissed for unreasonable excuses.
- Must provide a minimum two weeks notice of resignation to the Manager of By-Law Services (or designate).

**CAUSE FOR DISMISSAL:**

- Due to the reason and purpose of your employment, failing to keep or abide by the conditions of your contract will be just reason for termination of employment.