



**CENTRAL OFFICE** 403 N. Glassford St. • Capac, MI 48014  
(810) 395-3710 • Fax (810) 395-4858 • [www.capacschools.us](http://www.capacschools.us)

## PCMI Vacancy Crossing Guard

Department: Elementary  
Reports to: Elementary Principal  
Employment: 178 days/year, .5 hr. a.m. & .5 hr. p.m./day, M-F  
Salary: Minimum Wage  
Benefits: None  
Start Date: A.S.A.P

**Summary:** This position's responsibilities are to assist and supervise students crossing the street. This person will be directly responsible for student's safety and well-being.

### **Qualifications:**

- High school diploma, required; first aide training, preferred.
- Clear criminal history check, physical, and drug test, required.
- Ability to develop and maintain a professional rapport with students, parents, staff, and the community.
- Alternatives to the above qualification as the Board may find appropriate and acceptable.

### **Performance Responsibilities:**

- Supervises students coming to and from school when crossing the street at specified intersections during a specified timeframe.
- Upholds discipline policies and performs duties with awareness to all district requirements and board of education policies while modeling district standards of ethics and professionalism; implement policy/procedural changes from administration, the board of education, or state/federal changes.
- Demonstrated ability to meet multiple demands from several people and interact with the public, staff, students, and families.
- Able to effectively respond to a single student or small group of students while maintaining order in the specified area; will be required to work outside in all weather conditions.
- Must be able to perform the physical demands of this position, which includes sitting, standing, talking, seeing, and hearing. Occasionally, it will be expected to repeat the same hand, arm, or finger motions many times and push or lift up to 50 lbs.
- Performs other functions and duties as assigned by the supervisors.

Please forward letter of interest, resume, transcripts, and references to the following address:

Rachel Ward, Capac Elementary Principal  
rward@capacschools.us  
Capac Community Schools  
351 West Kempf Court  
Capac, Michigan 48014  
(810) 395-3636

### **Deadline for applying – Until Filled**

It is the policy of Capac Community Schools that no person shall on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, political affiliation or belief or any other legally protected category (Collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in any of its programs or activities, including employment opportunities.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*