



**City of Rochester Hills  
Human Resources Department  
Part-Time Non-Union Position Posting  
For 2016-2017 School Year**

**Classification:** Adult School Crossing Guard  
**Location:** Various Rochester Community Schools  
**Rate of Pay:** \$26.00-\$28.00 per day (day includes one morning and one afternoon crossing)

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**General Summary**

The City of Rochester Hills accepts applications for Adult School Crossing Guards on a continual basis.

**Regular Adult Crossing Guards** work one hour in the morning and  $\frac{3}{4}$  - 1 hour in the afternoon ensuring that students safely cross the street at specific school crossing locations. Work is performed only on days school is in session.

**Substitute Adult Crossing Guards** perform crossing guard duties on an **on-call** basis in the absence of regular Crossing Guards.

Crossing Guards who perform only one crossing on any day will receive one-half of the per day pay rate.

**Required Minimum Qualifications**

- Must be 18 years of age.
- Ability to safely perform the duties of an Adult School Crossing Guard.
- Acceptable criminal history record.

***Note:** Prior to placement in a regular or substitute Crossing Guard position, the selected candidate must pass a physical exam including drug screen.*

**Essential Job Functions**

- Ensures the safe crossing of students at specific school crossing locations following established guidelines.
- Demonstrates the use of sound judgment.
- Communicates clearly, effectively and professionally with students, parents, school personnel, Oakland County Sheriff and City staff, and others.
- Follows safe work standards and practices.

**Physical Demands/Work Environment**

The work requires periods of standing and walking while carrying and lifting objects. Work is performed outside in all types of weather.

**Examination Information**

**Oral Evaluation of Qualifications:** To evaluate decision-making/problem solving skills, employment history, communication skills, and other factors related to successful performance in this position.

***Note:** The above examination information may be modified for this or future postings.*

*It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources Department of that fact at the time of application, or at least one week prior to test date. Questions relative to this matter should be referred to the Director of Human Resources.*

**Application Process**

Submit a [City of Rochester Hills Employment Application](#) to Human Resources, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills MI 48309. Applications available at [www.rochesterhills.org](http://www.rochesterhills.org) or in Human Resources. Please contact Human Resources at 248-656-4708 for additional information. **Due to security risks, the City will only accept DOCX and PDF file formats.**

**Equal Opportunity Employer**