



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

August 1, 2022

PRESIDENT

Daniel Tannhauser

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

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Jack Bielak

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Debra J. Budnik

Frank Avino, Jr.

JOB POSTING:

SCHOOL CROSSING GUARD

The School Crossing Guard is responsible for the safety of school-age children, while they are crossing the street in designated crosswalks. The candidate shall also educate pedestrians on safe crossing of streets and traffic laws.

Schedule:

The School Crossing Guard is required to work in the morning before the start of the school day and in the afternoon at the end of the school day. Days and hours shall vary depending on when school is in session. A typical work week is less than 20 hours.

Duties and Responsibilities:

- Completes, updates and submits required reports, documents or forms required by the Police Department.
- Initiates any emergency procedures related to their post.
- Completes time, attendance and leave procedures in a timely manner.
- Attends and participates in meetings, training sessions and seminars as directed.
- Places and removes the appropriate signage at the appropriate locations at the beginning and end of their assignment.
- Stops traffic flow in all appropriate directions with signs and hand signals prior to escorting pedestrians across the street or intersection.
- Directs pedestrians to remain at curb as appropriate.
- Counsels pedestrians who ignore directions or traffic device.
- Reports offenders (pedestrians or drivers) to supervisor.
- Assists/Participates in school safety programs.
- Initiates any emergency procedures related to their post.
- Demonstrates positive working relationships with the Village personnel as well as school administration.
- Completes other duties, as assigned.

Qualifications & Requirements:

- Successful passing of required pre-employment exams.
- Must be 18 years of age or older.
- Must be able to clearly distinguish different colors.



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- Must be able to see binocularly at 20/20 with correction.
- Must be able to speak, read, write and comprehend the English language at the level of a high school graduate.
- Must be able to hear and understand normal conversational speech.
- Must be able to speak clearly and with sufficient volume to participate in normal conversation.
- Must be able to understand and carry out oral and written instructions.
- Must be able to walk, run, twist and lift arms over shoulder level.
- Must possess ability to pull and/or push objects up to 25 pounds
- Must have or be able to learn prior to start date knowledge of current Illinois rules of the road.
- Must have ability to exercise good judgment and complete multi-tasks under variable stress conditions.
- Must be pleasant, courteous and helpful to all members of our community.
- Must be able to stand outside in ALL weather conditions.
- Must be able to walk and stand for long periods of time.
- Must observe the Village dress code.

Salary: \$55.96/day. Daily rate includes duties before and after school and covers approximately 4 total hours daily; 2 before school and 2 after. Training shall be paid at an hourly rate of \$16.00 (probationary training rate).

Position is open until filled; however, the first review of applications will be at noon on Monday, August 22, 2022. If you would like to be considered for the first round review process, you must remit a completed and signed Village of Norridge Employment Application by 12:00 PM on August 22, 2022. Applications will continue to be accepted until the deadline to apply, which is September 1, 2022, by 12:00 PM, for a second round of interviews, if needed. No digital or e-mailed copies will be accepted. You may mail your application in, drop it off at Village Hall, or drop it into the secure drop box located at the front (Olcott Avenue) entrance of the Village Hall, which is accessible 24/7.

Employment applications are available on our website or can be picked up at the Village Hall during regular business hours.

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706