

**CITY OF ROCHESTER HILLS**  
**Human Resources Department**

**Part-time Non-union Position Posting**

**CLASSIFICATION:** Adult School Crossing Guard  
**LOCATION:** Various Community Schools  
**RATE OF PAY:** \$12.00 per hour—no benefits

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The City of Rochester Hills is accepting applications for Adult School Crossing Guards.

**General Summary**

**Regular Adult Crossing Guards** work  $\frac{3}{4}$  - 1 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. Some school locations include a midday crossing.

**Substitute Adult Crossing Guards** work on an **on-call** basis to fill-in as needed for regular Crossing Guards.

Work is performed on days school is in session.

**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.

**Essential Job Functions**

- Ensures the safe crossing of students at specific school crossing locations following established guidelines and using good judgment.
- Communicates effectively with others, including students, parents, school personnel, and City staff.

**Physical Demands**

The work requires periods of standing and walking 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, or fax to: 248-656-4739. [Applications](http://www.rochesterhills.org) are available on-line at [www.rochesterhills.org](http://www.rochesterhills.org) or in Human Resources. A resume alone is not considered an application for employment, but may be provided with a City Employment Application. Phone: 248-656-4708.

Revised 5/4/2005

**Equal Opportunity Employer**