



ST. JOHN'S PREP

Crossing Guard

St. John's
Preparatory School
72 Spring Street
Danvers,
Massachusetts
01923

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St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do, and stand for good in the world. We enroll 1,500 students from more than 80 communities.

School crossing guards are part time employees responsible for ensuring safety at campus crosswalks and intersections before and after school. School crossing guards report to the Assistant Principal for Student Life and work daily with the Dean of Students. The position of school crossing guard requires being available before and after school. Occasional evening, special event, and weekend hours may be available.

The school crossing guard will:

- Report for duty at assigned crossing station every day that school is in session. Duty hours shall be one hour in the morning and one hour in the afternoon, unless otherwise assigned.
- Be familiar with school schedules, making special note of days when students will be dismissed early, or start late, and be prepared to adjust their personal schedules in order to be on duty at the assigned crossing guard station on these occasions.
- If unable to report for duty due to illness or other personal reasons, a crossing guard shall notify the Dean of Students no later than 6:30 am.
- Reflective vests or reflective rain jackets must be worn at all times while at the assigned station. In addition, the crossing guard must remember to use a stop sign for the safety of the students, as well as their own safety and well-being.
- Ensure that students use the proper crossing locations and that no students are in the street while traffic is moving.
- When stopping traffic to allow students to cross, ensure that it can be accomplished in a safe and orderly manner before signaling with the stop sign. Whenever possible, the use of walk lights is recommended.
- Instruct the students to use the crosswalks safely (no running, no headphones/earbuds, no cell phones, etc.)
- Stopping any motor vehicle that commits a violation, or confronting a motorist is prohibited. However, if possible, the crossing guard will try and obtain the make, color, and plate number of the vehicle. This information should be forwarded to the Dean of Students who will contact the Danvers Police Department with the information.
- Report to the Dean of Students any questionable safety hazards that exist at or

near their assigned crossing station. The types of hazards should include but are not limited to the following:

- Defective traffic lights or street lights
- Road defects
- Missing or obscured signs
- Improper snow plowing or snow removal
- Restricted motorist visibility due to foliage, fences, parked vehicles or other potential hazards

All members of the faculty and staff are expected to give witness to the mission of St. John's, as well as to our identity as an inclusive, Catholic, Xaverian Brothers Sponsored School.

Interested candidates are asked to send a cover letter and résumé to Tracii Schaeublin, director of human resources, at tschaeublin@stjohnsprep.org. Please, no phone calls.

Posted September 2019