

POSITION:

Crossing Guard



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

321 East 3rd Street, Bethlehem, PA 18015
phone (610) 868-2971 | fax (610) 868-1446

www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence, this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

TO APPLY: Applications can be picked up at Charter Arts or can be accessed on our website, www.charterarts.org. Applications will be accepted until the position is filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- High School diploma or equivalent required
- Assures compliance with Employment Eligibility, Background Checks, Pre-Employment Drug Testing, and Physical Examination/TB Test
- Possesses the ability to maintain a high level of confidentiality
- Possesses the ability to deal courteously and tactfully with students, staff, and the public
- KNOWLEDGE OF:
 - Applicable traffic laws, school district regulations, policies and procedures
 - Must have the ability to handle situations that may occur with children at the crossing area(s)
 - Must have the ability to deal with dissatisfied individuals

Reporting Relationship(s): Bethlehem Police Department/Transportation Coordinator

Terms of Employment:

The position involves working for approximately 2.25 hours each day that school is in session for 180 days (7:30 am -9:00 am and 3:15 pm - 4:00 pm, M, T, TH, F and 2:00 pm - 2:45 pm W). Compensation is provided at an hourly rate determined by the Bethlehem Police Department. The role does not include benefits. The Bethlehem Police Department will provide training for the Crossing Guard position.

CRITERIA FOR SELECTION:

The position holder must be able to perform the essential job functions with or without reasonable accommodation. The employee is responsible for informing Charter Arts of any and all reasonable accommodations that will be required.

- Controls vehicular traffic as necessary and consistent with the safety of all concerned to ensure safe crossing for students
- Directs students to cross the street at the designated areas
- Controls traffic with the assistance of a hand-held stop sign
- Wears a safety vest while directing traffic and/or crossing students
- Instructs all school students to walk at the crossing point
- Must be dependable and punctual
- Must have good attendance

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would conform with the major purpose of this job.

- Possesses the ability to move about the assigned traffic/crossing area(s)
- Possesses the ability to stand and patrol areas in adverse weather
- Possesses the ability to work in an outdoor environment for all seasons, with exposure to traffic hazards

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates must submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant cannot provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.