



*City of Lawrence*  
*Personnel Department*  
*City Hall, Room 303*  
*200 Common Street*  
*Lawrence, Massachusetts 01840*

DANIEL RIVERA

FRANK BONET  
PERSONNEL DIRECTOR

TEL: (978) 620-3060  
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www.cityoflawrence.com

**EMPLOYEE JOB POSTING**

**Title:** School Crossing Guard  
**Department:** Lawrence Police  
**Pay Grade:** \$20.00/per day

**Duties:** School Crossing Guards are part-time Civilian personnel. They work under the direct supervision, coordination and control of the Crossing Guard Supervisor who, in turn, reports to the Police Day Shift Commander. School Crossing Guards are primarily responsible for directing traffic at the assigned school crossings in a manner so as to fully protect the safety of the school children while at the same time, providing for the orderly and safe movement of vehicular traffic. Report for duty at assigned crossing stations every day that schools are in session. Be familiar with school schedules, making special note of days when children are dismissed early. Be prepared to adjust personal schedule in order to be on duty at assigned crossing station on those occasions. Report any questionable safety hazards that exist at or near their assigned crossing station such as, defective traffic lights or street lighting broad defects, missing or obscure signs, and other potential hazards (snow removal, etc.). All applicants must submit to a Board of Probation check.

**Qualifications:** Have own transportation. Have flexible schedule. Good communication skills and professional demeanor. Bilingual a plus (Spanish).

**Appointing Authority:** \_\_\_\_\_

**Daniel Rivera, Mayor**

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL DEPARTMENT**

The City of Lawrence is an Equal Opportunity Employer

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.