



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

District Traffic Controller

POSITION SUMMARY

The Traffic Controller is responsible for promoting the safe and efficient movement of students, staff, parents, visitors, school buses, and vehicles during student arrival, dismissal, and other school-related activities. This position provides traffic control services, assists pedestrians at designated crossings, monitors parking and loading zones, and helps maintain a safe environment on school district property. The Traffic Controller works closely with school administrators, transportation staff, local law enforcement, and other district personnel to ensure compliance with traffic safety procedures and district policies..

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct vehicle, bus, bicycle, and pedestrian traffic during school arrival and dismissal times.
- Assist students, staff, and visitors in safely crossing streets, parking lots, and designated crosswalks.
- Monitor traffic flow to minimize congestion and maintain safe conditions on school property.
- Enforce established traffic patterns, parking regulations, and designated loading and unloading procedures.
- Communicate courteously and professionally with parents, students, staff, visitors, and community members regarding traffic procedures and safety expectations.
- Observe and report unsafe conditions, accidents, suspicious activity, or violations of district policies to the appropriate administrator or law enforcement agency.
- Respond appropriately to emergencies by assisting with traffic control and following district emergency response procedures.
- Set up, reposition, and store traffic control devices such as cones, barricades, signs, and safety equipment as needed.
- Maintain awareness of weather and environmental conditions that may affect traffic or pedestrian safety.
- Complete incident reports and other required documentation accurately and promptly.
- Attend required safety meetings, training, and professional development activities.
- Maintain confidentiality of student and district information in accordance with district policies and applicable laws.
- Perform other duties as assigned by the supervisor.

QUALIFICATIONS

- High school diploma or equivalent preferred.
- Previous experience in traffic control, crossing guard services, security, public safety, customer service, or a related field is preferred.

Knowledge, Skills, and Abilities

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- Ability to direct traffic calmly, confidently, and effectively in a variety of situations.
- Ability to remain alert and exercise sound judgment under changing conditions.
- Punctuality, reliability, and willingness to work outside in all weather conditions
- Ability to interact respectfully with students, parents, staff, and members of the public.
- Working knowledge of applicable traffic laws, safety regulations, and district procedures, or the ability to learn them quickly.

Certifications and Licenses

- Completion of any required traffic control, crossing guard, first aid, or safety training as required by the district.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position.

- Frequently stand and walk for extended periods, including up to several hours at a time.
- Frequently work outdoors in varying weather conditions, including heat, cold, rain, snow, and wind.
- Frequently use hand signals, whistles, radios, or other communication devices.
- Occasionally lift, carry, push, or pull equipment and traffic control devices weighing up to 25 pounds.
- Frequently bend, stoop, reach, and twist while setting up or removing traffic control equipment.
- Must possess sufficient visual acuity and hearing to monitor traffic, identify hazards, and communicate effectively.
- Must be able to react quickly to changing traffic conditions and emergency situations.

Working Conditions

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position.

- Primarily performed outdoors on school grounds and adjacent roadways.
- Exposure to vehicle traffic, noise, inclement weather, and seasonal environmental conditions.
- Work schedule generally coincides with student arrival and dismissal times and may include special events, early dismissals, or emergency situations.

TERMS OF EMPLOYMENT

REPORTS TO:	Director of Transportation
WORK CALENDAR:	9 Months
HOURS:	6:45 AM - 7:30 AM and 2:20 PM - 3:05 PM
RATE:	Starting at \$50 per day (+ up to 5 years experience)

This position is ideal for a highly organized and detail-oriented professional who is committed to supporting educational leadership and contributing to the success of the school district. The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of the responsibilities of the position.