

ELEMENTARY SAFETY PATROL SUPERVISOR DUTIES AND RESPONSIBILITIES

1. Recruit, train and assign safety patrols.
2. Supervise safety patrol at each crossing and ensure they perform their duties in a “professional manner”. (Safety Patrol Supervisors should observe the safety patrols on a daily basis.)
3. Boost safety patrol overall morale.
 - a. Organize several social functions for the students periodically throughout the school year.
 - b. Provide such amenities as hot chocolate during the critical winter months of December, January, and February.
 - c. Reward those patrol members who are on time and do the job correctly.
 - d. Make sure patrol members look business-like as they perform their duties and that their equipment is neat. (Remember belts, flags, certificates, etc., can be ordered when they are needed through the warehouse catalog.)
4. Maintain all records concerning safety patrols, including attendance.
5. Order necessary supplies allowing adequate time for orders to be received and filled at the warehouse.
 - a. Insignia consisting of belts, badges, raincoats, etc.
 - b. In-service material consisting of certificates, patrol notebooks, safety education materials, etc.
6. Identify the basic crosswalk areas with assistance from the school principal.
 - a. Age and number of children crossing at a particular point.
 - b. Speed and volume of traffic.
 - c. Proximity of the crosswalks to the school building.
7. Attend an in-service program designated by the Director of Safety and Security prior to the beginning of the school year and once every four years thereafter, per CEA Article 905.04, L.

****For Instructional Assistants who are Safety Patrol Supervisors****

Instructional Assistants will still be responsible for fulfilling their 7 hour work day outside of the safety patrol duty. This will involve multiple swipes in and out of Kronos.

1. Swipe in to work before safety patrol
2. Swipe out for morning safety patrol
3. Swipe back in for your work day
4. Swipe out to work afternoon safety patrol
5. Swipe in to conclude your work day
6. Swipe out to leave for the day

The length of each safety patrol duty in the school day will be determined by the needs of the building and the building administrator.

