



# Tecumseh Local Schools

9760 West National Road  
New Carlisle, Ohio 45344  
(937) 845-3576

Denise L. Robinson  
Treasurer

Paula Crew  
Superintendent

Ivan Gehret  
Assistant Superintendent

---

## ANNOUNCEMENT OF VACANCY FOR THE 2021-2022 SCHOOL YEAR Internal Posting Only

### Safety Patrol Advisor - New Carlisle Elementary School HOURS: 8:30-9:00 a.m. & 3:25-3:55 p.m.

<u>Posting Date</u>	<u>Application Deadline</u>	<u>Beginning Date</u>
March 16, 2021 10:00 a.m.	March 19, 2021 10:00 a.m.	2021-2022 School Year

---

**Qualifications:** High School Diploma or equivalent;  
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;  
Must pass BCI/FBI Criminal Background Check;  
Demonstrates a sincere desire to aid all students; and  
Good health, high moral character and good attendance.  
See attached job description for additional details regarding qualifications and job duties.

**Required Application Materials:** Letter of interest;  
Current Resume;  
District classified application form;  
Signed criminal history check authorization form; and  
Signed release of employment information authorization form.

---

*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.  
Internal applicants need only submit letter of interest and current resume.*

**Mail or deliver the requested materials to:** Mr. Paula Crew, Superintendent  
9760 W National Road, New Carlisle, Ohio 45344  
Phone: (937) 845-3576  
Email: paula.crew@tecumsehlocal.org

*The Tecumseh Local School District is an Equal Opportunity Employer*

***Learning for All ~ Whatever it Takes!***

**TECUMSEH LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>SAFETY PATROL ADVISOR</b>	<b>File 420</b>
<b>Reports to:</b>	Principal	
<b>Job Objective:</b>	Supervises and evaluates student participation in the safety patrol program.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position is preferred.</li><li>• High school diploma and valid State department of education permit appropriate for the assignment (<i>for non-certificated staff</i>).</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Organizes the student safety patrol. Trains participants in safety rules and proper crossing procedures. Monitors traffic and supervises student crossing-guards.</li><li>• Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).</li><li>• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.</li><li>• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.</li><li>• Upholds the student conduct code. Maintains high expectations for behavior and performance. Keeps the principal informed about persistent behavior problems.</li><li>• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.</li><li>• Monitors and initiates action to protect students during adverse weather conditions.</li><li>• Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.</li><li>• Promotes favorable recognition of program participants.</li><li>• Reports unsafe conditions to the principal and/or appropriate staff (e.g., equipment malfunctions, hazardous tree limbs, damaged pavement, standing water, ice, etc.).</li><li>• Documents all injuries that require medical attention.</li><li>• Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.</li><li>• Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>• Participates in staff meetings and professional growth opportunities as directed.</li><li>• Strives to develop rapport and serves as a positive role model for others.</li><li>• Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>• Performs other specific job-related duties as directed.</li></ul>	
<b>Abilities Required:</b>	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>• Demonstrates professionalism and contributes to a positive work environment.</li><li>• Acknowledges personal responsibility for decisions and conduct.</li><li>• Organizes tasks and manages time effectively.</li><li>• Skillfully manages individual, group, and organizational interactions.</li><li>• Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.</li><li>• Averts problem situations and intervenes to resolve conflicts.</li><li>• Exhibits consistency, resourcefulness, and resilience.</li></ul>	

- Uses diplomacy and exercises self-control when dealing with other individuals.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, noises, odors, and vehicular traffic.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Rev. 10/04