

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SCHOOL SAFETY GUARD

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Must possess a valid Florida Driver's License.
- Experience in a law enforcement or security related field preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of law and School Board Policy regarding discipline.
- Knowledge of technology as related to specific job functions.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No Supervisory Duties

POSITION GOAL

To maintain constant surveillance of the school campus to prevent disruptions, protect property, and assure the safety of students, faculty, and visitors; to increase safety and security through education and positive interaction with students and staff while emphasizing intelligence sharing between staff and law enforcement; and to be a mentor to all students and break down barriers by developing trust and open communication channels.

PERFORMANCE RESPONSIBILITIES

1. *Work closely with School Safety Division personnel and School Resource Officer/Deputy regarding campus activities.
2. *Install RAVE Panic app on personal cell phone and receive a cell phone allowance or the district will provide a cell phone with the RAVE Panic app installed. The cell phone must be carried while on duty.
3. *Attend and successfully complete PCM II training provided and paid by The School Board of Seminole County.
4. *Attend quarterly staff training that is presented by the School Safety Division personnel.
5. *Attend mandatory trainings provided by the Seminole County Sheriff's Office and/or Seminole County Public Schools.
6. *Attend and complete CPR certification provided and paid by The School Board of Seminole County.
7. *Inspect school premises before opening and closing in regards to security.
8. *Assist with the supervision of authorized student gatherings at various campus locations.
9. *Be available to attend after-hours school functions as needed and with proper notice.
10. *Assist with school bus supervision before and after school.
11. *Monitor students, campus, and parking lots during school hours and avoid being predictable while monitoring.
12. *Report all safety concerns regarding structural and environmental issues on campus to the Principal or Designee.
13. *Conduct hourly tours of campus to ensure that school and district policies are enforced.
14. *Assist with school and law enforcement incidents and provide written documentation describing the incident and your role, as well as observations, when requested by school personnel and/or law enforcement.
15. *Respond and cooperate with all criminal and/or civil subpoenas, when served.
16. *Exhibit good judgement and initiative in emergency situations.
17. *Be familiar with School Board policies in the Code of Student Conduct; establish and maintain a professional rapport with faculty, students, and administrators.
18. *Abide by the rules and regulations of Seminole County Public Schools.
19. *Wear the provided, official uniform, while on campus, and maintain uniforms in clean condition.
20. *Deal effectively with student discipline. ++
21. Perform other duties as assigned by the Principal or Designee.

*Denotes essential job function/ADA

SCHOOL SAFETY GUARD, Page 2

++ Any matter in need of enforcement shall be reported immediately to law enforcement for action. School Safety Guards are directed to not discipline students but are expected to report students in need of disciplinary action to the administration. If a fight occurs, School Safety Guards are expected to intervene for the safety of those involved.

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of the fingertips.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration	The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE

K8B-04 \$23,308 - \$41,395
District Salary Schedule
Months 10
Annual Days 192
Weekly Hours 40
Annual Hours 1536

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	18
EEO-5 Line	52
Function	Vary
Job Code	2080
Survey Code	79023

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 23, 2019
April 23, 2019

ADA Information Provided by Rick Francis
Position Description Prepared by Rick Francis

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.