



SPECIALIST - SCHOOL SAFETY & SECURITY

JOB OVERVIEW

DIVISION: OPERATIONS

SUMMARY/SCOPE/GOAL: Supports the District goals of the safety and security of students, employees, and visitors to the assigned school site by timely and proactively providing potential security concerns and regular updates to District Security. Position is an armed School Safety Guardian position; however, there shall be no law enforcement authority, except to the extent necessary to prevent or abate an active assailant incident (an individual actively engaged in killing or attempting to kill people in a confined and populated area) on Brevard Public School premises. Maintains order, deters crime, preliminary inquiries into violations of school board policies, on school property or at school-sponsored events. In concurrence with District Security, assists the site administrative staff with applying policies and procedures for safe and orderly schools at the building level.

Ref: s. 1001.212, 1002.32, 1006.07(6), F.S.

[Typically no supervisory duties, but may provide training and/or daily assignments as directed]

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS: The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

- 1) Conducts perimeter and inner school checks to ensure premises are secure. Analyzes information and situations regarding activities that may be in violation of school policies and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff, and the public.
- 2) Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of preliminary inquiries into violations of school board policies and providing information and/or taking action, etc. for the safety and security of school site.
- 3) Communicates school policies and procedures, personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violation. Informs personnel, parents and/or visitors of school policies and procedures for the purpose of providing necessary information in compliance with policies and guidelines. Investigates unusual incidents (e.g. unauthorized visitors, violent threats against students, etc.) for the purpose of assisting responding law enforcement personnel, developing information necessary to assist in determining appropriate action, and/or providing documentation for future reference.
- 4) Monitors students within a variety of school environments (e.g. common areas, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- 5) Prepares a variety of documents (e.g. security logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information. Reads and responds to email communications. Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction that ensures efficient provision of campus security.
- 6) Refers observation and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel and/or law enforcement for follow-up action.
- 7) Utilizes and monitors surveillance technology as directed by District Security. Operates metal detectors and conduct appropriate searches when directed to do so. Provides support in school and district emergency situations and participates in all school emergency drills (fire, lockdown, active shooter, hostage, etc.). Immediately responds to and engages to stop the threat of an active assailant.

[Limited individual compliance, audit, and fiscal responsibility]

OTHER DUTIES:

Perform other duties as assigned commensurate with the skills and abilities of the position. Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

QUALIFICATIONS

Grade 08: Specialist I – School Safety & Security

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED: HS/Equiv. Five (5) years successful employment experience in a role representative of asset protection, loss prevention, situational monitoring, or similar showing responsibility and an ability to make rational decisions that impact others. Must be able to pass and maintain currency with BCSO sworn officer physical requirements. Eyesight correctable to 20/30. FL Driver's License Class E with 7 or less points accumulated.

CERTIFICATIONS AND LICENSES:

REQUIRED: District approved School Guardian Certification

PREFERRED/DESIRED:

Grade 10: Specialist II – School Safety & Security

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED: HS/Equiv. Four (4) years successful loss prevention, armed security guard, military, or closely related experience. Must be able to pass and maintain currency with BCSO sworn officer physical requirements. Eyesight correctable to 20/30. FL Driver's License Class E with 7 or less points accumulated.

CERTIFICATIONS AND LICENSES:

REQUIRED: District approved School Guardian Certification, Certified by Florida Department of Law Enforcement Police Standards and Training Commission as a Law Enforcement Officer.

PREFERRED/DESIRED:

Grade 12: Specialist III – School Safety & Security

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED: HS/Equiv. Four (4) years successful sworn Police officer, military PSD/Police, or private contractor PSD experience. Must be able to pass and maintain currency with BCSO sworn officer physical requirements.

CERTIFICATIONS AND LICENSES:

REQUIRED: District approved School Guardian Certification, Certified by Florida Department of Law Enforcement Police Standards and Training Commission as a Law Enforcement Officer, and at least one (1) year documented Sargeant and/or other direct supervisory duties of multiple staff.

PREFERRED/DESIRED:

Career Ladder position are advertised under the PAR title code and level is determined by credentials. Movement between levels may be requested once per year per individual and only during stated dates. Movement between levels is predicated on the achievement of prescribed and tangible credential advancement, must be recommended by the department Director (additional considerations include employee performance, skill mastery, initiative, and budget availability), and the approval of the Cabinet Level Approver.

KNOWLEDGE, SKILLS/TRAINING, AND ABILITIES / EQUIPMENT USAGE

JOB RELATED: Knowledge of formal Law Enforcement Principles via Police Academy, Military, OCONUS PSD, or Private Security training program (Must provide evidence of training). Skilled in the use of non-lethal restraint and interdiction techniques. Skilled in firearms safety and marksmanship. Ability to constantly scan environment and consider multiple scenarios before appropriately responding. Ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation. Ability to obtain pertinent information through observation, interviews, data mining, social media and articulate findings concisely and timely.

GENERAL: Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/steakholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

SKILLS/TRAINING: Must obtain a State of Florida (s 790.06 Florida Statues) concealed weapons permit, and must maintain the permit throughout employment in this position. Must be able to successfully complete ongoing trainings, and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act. Must meet all Brevard County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the "Guardian" appointment throughout employment in this position.

Must successfully complete a 176 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by Brevard County Sheriff's Office (or other District approved vendor) as outlined in the District Security Plan:

Must be 21 years of age or older.

EQUIPMENT: District/BCSO approved firearms, armaments, bullet deterrant protective gear, etc.
 General office equipment such as computer, office phone / VoIP, 2-way radio, motor vehicle, golf cart/gator, etc.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL REQUIREMENTS: Light: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing and Visual Acuity.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS: Indoor office environment most often with Indoor/Outdoor movement between locations frequently. Intermittent noise and activity level. Administers appropriate force as necessary to prevent or abate an active assailant incident.

TRAVEL: Travel between sites occasionally.

FOR HR USE ONLY:

TITLE CODE:	NEW	FLSA:	E	EVALUATION:	SUPPORT
UNIT:		WC:	01	CONTENT BY:	Maj. Andrew Walters
GRADE:	08,10,12	VALUE:	79021	LABOR RELATIONS:	Rick Morton
SLOT:		EEO	44	COMPENSATION:	Rochelle Schwindt
TYPE:		FUNCTION:		CLASSIFICATION:	Dr. Carol Tolx
SCHEDULE:	10M	ORG BAND:	2	APPROVED/REV:	

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.