



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 identifying potential security concerns and providing 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, and conducts 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.

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 SRO, 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 and informs personnel, parents and/or visitors of school policies and potential violations of Florida law as it pertains to the scope of this position. Investigates unusual incidents (e.g. unauthorized visitors, violent threats against students, etc.) for the purpose of assisting responding law enforcement personnel, and to provide information and/or documentation necessary to assist in determining appropriate action.
- 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 effective campus security.
- 6) Document 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 conducts appropriate searches when directed to do so by District Security. Provides support in school and district emergency situations and participates in all school emergency drills (fire, lockdown, active shooter, hostage, etc.) designed by District Security and in cooperation with local law enforcement. 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 policies and applicable state and 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 situational monitoring or similar showing responsibility and an ability to make rational decisions that impact others.

CERTIFICATIONS AND LICENSES:

REQUIRED: District approved School Guardian Certification

PREFERRED/DESIRED: Currently or formerly certified by Florida (or other state) Department of Law Enforcement Police Standards Training Commission as a Law Enforcement Officer.

Grade 10: Specialist II – School Safety & Security

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED: HS/Equiv. Four (4) years successful military, law enforcement, or closely related experience.

CERTIFICATIONS AND LICENSES:

REQUIRED: District approved School Guardian Certification.

PREFERRED/DESIRED: Currently or formerly certified by Florida (or other state) Department of Law Enforcement Police Standards Training Commission as a Law Enforcement Officer.

Grade 12: Specialist III – School Safety & Security

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED: HS/Equiv. Ten (10) years successful law enforcement, active military (depends on MOS/AFSC), or closely related experience

CERTIFICATIONS AND LICENSES:

REQUIRED: District approved School Guardian Certification.

PREFERRED/DESIRED: Currently or formerly certified by Florida (or other state) Department of Law Enforcement Police Standards Training Commission as a Law Enforcement Officer. At least one (1) year documented Sergeant and/or other direct supervisory duties of multiple staff.

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 de-escalation 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 be 21 years of age or older.

Must be able to pass and maintain BCSO physical proficiency and background screening requirements in addition to BPS policy/procedure.

Eyesight correctable to 20/30. FL Driver's License Class E with 7 or less points accumulated.

Must possess and maintain a valid State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position. Must meet and successfully complete all requirements as outlined in the BCSO training program which includes a comprehensive firearms safety and proficiency training. Must maintain compliance with on-going training and firearm proficiency tests as identified by the BCSO.

EQUIPMENT: BCSO approved and provided firearms, security holster, and ammunition armaments, bullet deterrant/deterrent protective gear, etc. Employee is responsible for supplying appropriate professional tactical clothing that can conceal their issued firearm.
 General office equipment such as computer, office phone / VoIP, 2-way radio, motor vehicle, golf cart/gator, etc.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL REQUIREMENTS: The job requires performance of extremely physically demanding work typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, scaling and climbing. May involve lifting, carrying, pushing or pulling. Must be able to exert up to 150 pounds of force and/or a negligible amount of force frequently to constantly lift, carry, push, pull or otherwise move objects. Tasks may also involve standing, sitting or walking for long periods of time. Minimum vision must be at least 20/70 either/or both, corrected to 20/30 and hearing must be normal at a distance of fifteen feet.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS: Frequent alternating indoor office environment and outdoor movement with with ability to tolerate inclement weather including heat, humidity, cold, fog and sleet.

Must be able to work in the event of an emergency or disaster.

TRAVEL: Travel between sites occasionally.

FOR HR USE ONLY:

TITLE CODE:	NEW	FLSA:	E	EVALUATION:	SUPPORT
UNIT:	NN	WC:	TBD	CONTENT BY:	Rochelle Schwindt
GRADE:	08,10,12	VALUE:	79021	LABOR RELATIONS:	Rivers Lewis
SLOT:	NH	EEO	44	COMPENSATION:	Rochelle Schwindt
TYPE:	LN	FUNCTION:	PROFESSIONAL	CLASSIFICATION:	Dr. Carol Tolx
SCHEDULE:	10M	ORG BAND:	02/03	APPROVED/REV:	INFO 05/08/18/APPV 05/22/18

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.