

# AGENDA

## SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

July 9, 2019

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. REQUEST PERMISSION TO ADVERTISE FOR TENTATIVE BUDGET HEARING  
ACTION REQUESTED: The Superintendent recommends approval.
3. PERSONNEL MATTER
  - a. Suspension of Employee #020-96-0267  
ACTION REQUESTED: The Superintendent recommends approval.
4. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS
  - a. School Safety Guardian Job Description  
ACTION REQUESTED: The Superintendent recommends approval.
5. SCHOOL BOARD REQUESTS AND CONCERNS
6. ADJOURNMENT

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 4a

**DATE OF SCHOOL BOARD MEETING:** July 9, 2019

**TITLE OF AGENDA ITEM:** School Safety Guardian Job Description

**DIVISION:**

       This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

Approval of the School Safety Guardian job description is requested. The School Safety Guardian is an armed position requiring appointment by the Superintendent and training by the Sheriff of Gadsden County as outlined in the Marjory Stoneman Douglas High School Public Safety Act. Please note, this is not a law enforcement position.

**FUND SOURCE:** General Fund

**AMOUNT:** \$250,000.00

**PREPARED BY:** Roger P. Milton

**POSITION:** Superintendent of Schools

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

**SCHOOL DISTRICT OF GADSDEN COUNTY  
JOB DESCRIPTION**

**SCHOOL SAFETY GUARDIAN**

**QUALIFICATIONS:**

- (1) Must possess a high school diploma (or equivalency). Must be 21 years of age or older. Experience or training in a security related field or any equivalent combination of education and experience is preferred. Read, write, speak, and understand Standard English.
- (2) Must obtain a State of Florida (s 790.06 Florida Statutes) 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.
- (3) Must meet all Gadsden 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.
- (4) Must successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by Gadsden County Sheriff's Office as outlined below:
  - 80 hours of firearms training
  - 16 hours of instruction in precision pistol
  - 8 hours of discretionary shooting instruction using approved simulator exercises
  - 8 hours of instruction in defensive tactics
  - 8 hours of instruction in active shooter or assailant scenarios
  - 12 hours of instruction in legal issues
  - Must pass a psychological evaluation
  - Must complete at least 12 hours of a certified nationally recognized diversity training program
  - Must submit to and pass an initial drug test and subsequent random screenings
- (5) Must successfully pass a comprehensive employment background check, psychological evaluation, and drug screening.
- (6) A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of standard security procedures and best practices. Strong oral, written, and interpersonal communications skills. Basic word processing and spreadsheet skills. Ability to acquire knowledge of School Board policies and applicable Gadsden County School District security personnel procedures. Ability to read, write, speak and understand Standard English. Ability to apply standard security procedures and best practices. Ability to work with a wide variety of students from diverse backgrounds. Ability to pass required physical, psychiatric, and drug tests. Ability to exercise good judgment under potentially dangerous conditions. Ability to control sudden violent or extreme physical acts of others. Ability to exhibit rapid mental and muscular coordination simultaneously. Ability to work well with school administrators, youth, and adults. Ability to prepare and maintain technical records and state/district required reports.

**REPORTS TO:**

District Safety and Security Specialist

**JOB GOAL**

To enhance campus security for the overall safety and protection of students and staff and ensure that all are safe from any hurt or harm.

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. Requires travel to schools and work sites within the District.

**Work Context:**

Requires sitting, standing, walking, use of stairs, and running to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, and with the public.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district’s approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- (1) Uses whatever force is necessary to prevent or abate an active assailant incident.
- (2) Immediately responds to and engages to stop the threat of an active assailant.
- (3) Conducts perimeter and inner school checks to ensure premises are secure.
- (4) Analyzes information and situations regarding activities that may be in violation of district 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.
- (5) Communicates school policies and procedures, personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violation.
- (6) Informs personnel, parents and/or visitors of school policies and procedures for the purpose of providing necessary information in compliance with policies and guidelines.
- (7) Investigates unusual incidents 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.
- (8) Monitors students within a variety of school environments (e.g. rest rooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- (9) 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.
- (10) Reads and responds to email communications.
- (11) 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.
- (12) Utilizes and monitors surveillance technology.

- (13) Operates metal detectors and conduct appropriate searches when directed to do so.
- (14) Provides support in school and district emergency situations and participates in all school emergency drills (fire, lockdown, active shooter, hostage etc.).
- (15) Performs other duties as assigned.

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#### **Interagency Communication and Delivery**

- (16) Collaborates with other school and district personnel, assigned law enforcement 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.
- (17) 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.

#### **Professional Growth and Improvement**

Guardians would be expected to attend quarterly training, submit to random drug tests, and undergo 16 hours of additional training for annual recertification.