SCHOOL SAFETY GUARDIAN

JOB DESCRIPTION

# FLSA Status:

Non-Exempt

**COMPENSATION:**

# Compensation for this position is PA07

# MINIMUM QUALIFICATIONS:

# High School Diploma/GED

# 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.

# Must obtain a State of Florida (s790.06 FL) concealed weapons permit and maintain the permit throughout employment in this position.

# REPORTS TO:

# School Principal

**JOB GOAL:**

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 LWCS premises. Maintains calm, deters crime, and conducts preliminary inquiries into violations of school board policies on school property or at school-sponsored events. Ensures the **safety,** security, and **welfare** of all students**,** faculty, **staff,** and **visitors** in the assigned school. Assists the administrative **staff** with applying policies and procedures for safe and orderly schools at the building level.

**SUPERVISES:**

n/a

# PERFORMANCE RESPONSIBILITIES:

# Immediately responds to and engages to stop the threat of an active assailant.

* 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 the safety of students, staff, and the public.
* 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 the school site.
* 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.

# Monitors students within a variety of school environments (e.g., restrooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.

# 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.

# Refers to 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.

# Utilizes and monitors surveillance technology.

# Operates metal detectors and conducts appropriate searches when directed to do so

# Provides support in school and LWCS emergency situations and participates in all school emergency drills (fire, lockdown, active shooter, hostage, etc.).

* Requires sitting, standing, running, walking, use of stairs, and moving about during the day, and the ability to lift, carry, move, and/or position objects infrequently weighing up to 50 pounds.
* The School Safety Guardian is an armed position requiring appointment as a "guardian" by the Sheriff of Polk County as outlined in the Marjory Stoneman Douglas High School Public Safety Act. **Please note, this is not a law enforcement position.**

Essential knowledge and specialized subject knowledge are required to perform the essential functions of the job:

* Knowledge of standard security procedures and best **practices**
* Strong oral, **written,** and interpersonal communication skills. Basic word processing and spreadsheet skills.
* Ability to acquire knowledge of School Board policies and applicable Polk County School District security personnel procedures.
* Ability to read, **write,** speak, and understand standard English.
* Ability to work with a wide variety of students from **diverse** backgrounds

Ability to prepare and maintain technical records and state/district required **reports**. Ability to work well with school administrators**,** youth, and adults**.**

# 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 system.

**ADOPTED: 6/5/2025**