

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SCHOOL SAFETY GUARDIAN

I. 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.

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.

2. 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.

School Safety Guardian (Continued)

3. 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.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 18. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____
- _____ 22. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 23. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 24. The accurate and timely filing of all school reports
- _____ 25. The completion of required professional development services.
- _____ 26. _____
- _____ 27. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)