

**SCHOOL DISTRICT OF WAKULLA COUNTY**  
**SCHOOL GUARDIAN**      **JOB DESCRIPTION**

**QUALIFICATIONS:**

1. High School Diploma or equivalent. Associates’ degree in a related field from an accredited institution preferred.
2. **Preferred** three (3) years within the last ten (10) years of experience as a sworn law enforcement officer or corrections officer in “good standing” at time of employment separation. Two (2) years of prior military experience (which includes military reservist experience), with an honorable discharge, may be substituted for law enforcement experience. Experience in law enforcement in a K-12 setting.
3. Must possess and maintain a valid Driver’s License.
4. Must be twenty-one years of age (In the State of Florida, individuals must be 21 years of age or older to obtain a concealed weapons permit).
5. Successful completion of the following requirements:
  - a. Hold a valid license issued under Section 790.06, F.S., (License to carry concealed weapon or firearm).
  - b. One hundred thirty-two (132) hours of comprehensive firearm safety and proficiency training conducted by Criminal Justice Standards and Commission-Certified instructors.
  - c. Pass a psychological evaluation administered by a psychologist licensed under Chapter 490, F.S., and designated by the Florida Department of Law Enforcement.
  - d. Pass an initial drug test and subsequent random drug tests in accordance with the requirements of Section 112.0455, F.S.
  - e. At least twelve (12) hours of a certified nationally recognized diversity training program.
  - f. Pass physical, hearing, and vision exam as reflected below under physical demands.
  - g. Successful completion of initial and ongoing training provided by the Wakulla County Sheriff’s Office as required by Chapter 2018-3, Laws of Florida.
6. Complete the tenets of trauma informed care and youth mental health first aid training within six (6) month of employment.
7. Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires the ability to express facts and ideas clearly and concisely, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to display skills in the use of de-escalation and interdiction techniques.

SCHOOL SAFETY AND SECURITY GUARD

- Requires the ability to display skills in firearms safety and marksmanship.
- Requires the ability to constantly scan environment and consider multiple scenarios before appropriately responding.
- Requires the ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation.
- Requires the ability to obtain pertinent information through observation, interviews, social media, and articulate findings concisely and timely.
- Requires the ability to respond to members of the community or internal peers within the organization.
- Requires the ability to use small office equipment and computers.

**REPORTS TO:**

School Administrator(s)

**JOB GOAL**

The purpose of this position is to provide security and safety services for the school campus and protecting the life and wellbeing of students, staff, and visitors. There shall be no law enforcement authority, except to the extent necessary to prevent or abate an active assailant incident.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Serve as a member of a school’s security/safety team and school’s threat assessment team, with a specific focus on protecting the life and wellbeing of students, staff, and visitors against active threats on school property.
2. Prevention and detection of threatening activities while assigned to a school or task.
3. Immediately respond to and engage to stop the threat of an active assailant.
4. Use appropriate level of force to stop, disrupt, or eliminate physical threats to students, staff, and visitors on school property.
5. Conduct perimeter and inner school assessments to ensure premises are secure.
6. Work collaboratively with the school administrators and appropriate staff to resolve issues related to security and safety.
7. Prepare incident reports.
8. Assist with school safety drills under the direction of administration.
9. Assist District and possibly serve as District representative if emergency shelters are opened, as needed.
10. Assist with traffic control during student drop off and pick up.
11. Assist law enforcement agencies and staff in the identification, deterrence, mitigation, and prosecution of subjects that affect the security and safety of students, staff, and visitors on the school campus.
12. Use and care for firearms, communications equipment, and other issued equipment.

13. Partner with school administrators to develop and maintain positive relationships with students and staff, fostering an environment of collaboration and support for the safety of all Wakulla County School District campuses.
14. Monitor students within a variety of school environments, e.g., rest rooms, grounds, hallways, media center, cafeteria, parking lots, etc., for the purpose of ensuring the safety and welfare of students.
15. Prepare a variety of documents for the purpose of documenting activities, providing written reference, and/or conveying information.
16. Utilize technology to access information and generate clear and comprehensive reports.
17. Participate in the safety training and related activities available throughout the school year.
18. Cooperate with Principals, Assistant Principals, and other appropriate safety activities.
19. Cooperate with local, state, and federal law enforcement and other designated first responder agencies for participation in their respective training activities.
20. Cooperate and participate with other members of the criminal justice system to include The Office of the State Attorney, Department of Children and Families, and other state and federal agencies in the interest of public safety.
21. Remain alert and sensitive to potential disturbances and/or violations of the law and School Board Policy through preventive measures of security.
22. Remain knowledgeable of current processes and procedures pertinent to the school Safety Program through continued education, seminars, and training.
23. Maintain, retain, and properly secure departmental issued supplies and equipment, including weapons, ammunition, and other specialized supplies and equipment from loss or unauthorized use.
24. Provide support in school and District emergency situations and participate in all school emergency drills, e.g. fire, lockdown, active shooter, hostage, etc.
25. Maintain constant mental alertness and mobility, with the ability to quickly evaluate and respond to critical situations, as required.
26. Display and employ excellent communication skills when interacting with students, staff, and visitors.
27. Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the School District of Wakulla County.
28. Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities, which include trainings offered on effective interaction with all students including ESE and special needs students.
29. Successfully complete ongoing training, weapon inspection, and firearm qualification on at least an annual basis consistent with the Marjory Stoneman Douglas High School Public Safety Act.
30. Review current developments, literature, and technical sources of information related to job responsibilities.
31. Ensure adherence to safety rules and procedures.
32. Follow federal and state laws, as well as School Board Policies.

- 33. Accommodate an adjustable work schedule based on operational activity and needs of the District.
- 34. Ensure communication with outside agencies is reported to school administration.
- 35. Serve as liaison to School Resource Officers.
- 36. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as frequently, and/or up to 20 pounds of force constantly to move objects. The job is extremely physically demanding work and also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, running, scaling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, carrying, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, standing, talking, visual acuity, and walking. Tasks may also involve standing, sitting, or walking for long periods of time. Minimum vision must be corrected to 20/30 and hearing must be normal at a distance of fifteen feet.

**TERMS OF EMPLOYMENT:**

Ten months, 7.5 hours per day. Salary to be based on the Board Adopted Salary Schedule.

**EVALUATION:**

Performance of this job will be evaluated annually by the designated supervisor in accordance with the Board policy for evaluation of non-instructional personnel.