

Santa Rosa County District Schools

Job Description

Guardian

Reports To: Assistant Superintendent for Administrative Services
FLSA Status: Exempt
Department: Administrative Services
Prepared by: Human Resources
Date: April 7, 2022
Job Code: 63001
Hourly Rate: As set by School Board

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Provide security and surveillance to school campus, including patrolling parking lots and grounds.
- Use appropriate level of force to stop, disrupt, or eliminate physical threats to students, staff, and visitors on school property.
- Provide security to school and district functions, including after--school and extra--curricular activities.
- Investigate, monitor, and report suspicious activity, including theft, vandalism, and criminal mischief to administration and when appropriate to law enforcement.
- Respond to emergency situations and take appropriate action in accordance with established guidelines.
- Build relationships with students and stakeholders.
- 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.
- Manage school access by monitoring gates and other entry points throughout the school; observe and question potentially unauthorized persons on campus.
- Assist with traffic control during student drop off and pick up.
- Assist administration in performing searches of students and school property.
- Maintain, retain, and properly secure departmental issued supplies and equipment, including weapons, ammunition, and other specialized supplies and equipment from loss or unauthorized use.
- Prepare incident reports.
- Assist with school safety drills under the direction of administration.
- Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of the School District of Santa Rosa County.
- Perform other related tasks/duties as assigned.

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Knowledge, Skills & Abilities:

- Ability to pass a psychological evaluation as required by Chapter 2018--3, Laws of Florida
- Successful completion of the Santa Rosa County Sheriff's Office Training Program Chapter 2018--3, Laws of Florida
- Ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation
- Ability to safely use a firearm, taser, or other law enforcement related equipment
- Ability to handle and prioritize multiple responsibilities
- Ability to obtain information through observation and interviews
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Willingness to use force when circumstances and established protocols dictate escalation; up to and including deadly force

Required Education, Training & Experience:

- Law enforcement (Civilian or military), or certain military occupation experience (DD214 required)
- Three years of work in the field of law enforcement, security, or military
- Florida driver license
- Hold a valid license issued under Section 790.06, F.S., (*License to carry concealed weapon or firearm*).
- Successful completion of training as required by Chapter 2018--3, Laws of Florida provided by the Santa Rosa County Sheriff's Office as a condition of employment and ongoing certification and training
- Receive and maintain a School Guardian certificate from the Santa Rosa County Sheriff's Office
- Satisfactory completion of First Aid and Cardiopulmonary Resuscitation (CPR) course or agreement to earn within 6 months of employment

Preferred Qualifications & Skills:

- Course work or training in criminal justice or related field
- Awareness of the tenets of trauma informed care and mental health resources

Physical Demands

Proficient in the operation of computer equipment. Must be able to sit, walk, stoop, bend, crawl, climb and reach; involves moderate lifting up to 25 pounds Works inside and outside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Must submit to and pass an initial drug test and subsequent random drug tests in accordance with the requirements of Florida Statute Section 112.0455, the Santa Rosa County Sheriff's Office, and the Santa Rosa District Schools.
- As requested by Superintendent or designee
- Approved Compensation Plan
- Part time, with no district benefits