

School District of Santa Rosa County
Job Description
Guardian

Reports To: Assistant Superintendent for Administrative Services

FLSA Status: Exempt

Department: Administrative Services

Prepared by: Human Resources

Date: ~~March 23~~ Sep 8, 2022

Job Code: 63001

Primary Duties and Responsibilities (Essential Functions):

- Provide security and surveillance to school campus, including 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 extracurricular activities
- ~~Investigate, m~~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
- Monitor 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
- Manage school access by monitoring gates and other entry points throughout the school; observe and question potentially unauthorized persons on campus
- ~~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

Supervision Received:

- ~~Assistant Superintendent for Administrative Services~~ Safety Director or School Based Administrator

Supervision Exercised:

- N/A

Minimum Qualifications & Skills Required:

- 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
- Hold a Valid Florida Driver's License
- Hold a valid license issued under Section 790.06, F.S. (License to carry concealed weapon or firearm) (Florida CCW)
- 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
- 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 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

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:

- Exerting up to 25 lbs. of force occasionally and/or up to 25 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. May involve hazardous conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Part-time hourly
- \$25.00/hour
- As requested by Superintendent or designee

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the 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.