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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Security Specialist

CONTRACT YEAR: 10 Month Calendar

PAY GRADE: Security Specialist Salary Schedule

BARGAINING UNIT: FOPE-Security Specialist

QUALIFICATIONS:

EDUCATION: Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED) Testing Program. Post-secondary college courses preferred.

EXPERIENCE: Four (4) years of professional experience as a certified

police officer, or corrections officer of any jurisdiction in

the United States, civilian or military, or as an

investigator/case worker for a Social Service Agency of the State of Florida or for a comparable social service agency in another state, or four (4) years as a school campus monitor with successful completion of district approved security alternative training certification_program. Two (2) years of the above four (4) years working with juveniles

preferred.

Bilingual skills are preferred. Computer skills as required

for the position.

ADDITIONAL Completion of annual District required in-service

REQUIRMENT: training.

DIRECT ACCOUNTABILITY:

REPORTS TO: Principal of school to which assigned

SUPERVISION: Supervisory duties assigned by principal

POSITION GOAL: To make the individual school a safe and secure work

environment for students and employees and to prevent/reduce loss of student/employee and school

property by theft and vandalism.

ACCOUNTABILITY

PROCEDURES: The Principal will assess the effectiveness of the Security

Specialist annually with respect to the performance of

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specific responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Security Specialist shall: <u>carry out the essential performance</u> <u>responsibilities listed below.</u>

- 1. <u>I</u>investigate all incidents of negative conduct occurring on school property and coordinate investigative and prevention efforts with the Special Investigative Unit, School Resource Officer, Law Enforcement Departments, City Police Departments and other agencies, as appropriate, to maximize prevention and cessation of illegal and destructive activities.
- 2. Ggather information from various sources concerning possible illegal or undesirable activities. Inform the principal of all information gathered from various sources concerning possible illegal or undesirable activities occurring on school campus.
- 3. <u>Aadvise</u> the principal of all hazardous conditions, unsafe procedures and all serious security matters, and suggest methods of elimination.
- 4. <u>Delocument and report all incidents through the principal to the Special Investigative Unit.</u>
- 5. <u>R</u>record all legally required data pertaining to thefts, vandalisms, assaults, trespassings, drug offenses, and so forth, and prepare statements from witnesses, evidence forms, security, property loss and other reports, as necessary.
- 6. <u>T</u>tour the school's perimeter and interior periodically to provide maximum visibility, to reduce potential physical conflicts among the students, and to provide an atmosphere conducive to the learning process.
- 7. <u>Delevelop</u> rapport with students by exercising prudent judgment upon contact, and using more potent warnings and reasonable force only when warranted.
- 8. Serve as a part of the staff of the individual school.
- 9. <u>D</u>discuss security-related information with students as requested, pertaining to school safety and security.
- 10. <u>T</u>take an active part in the School Improvement Team on matters of the school's safety and security.
- 11. <u>D</u>develop and supervise bus and automobile parking and traffic patterns on school property to utilize available space efficiently, and to promote maximum safety for individuals.
- 12. <u>R</u>request identification from adults and students who appear to be out-of-place for the circumstances and assist them, as necessary, when on legitimate school business.

13. Oorganize and administer school safety programs, as assigned, such as fire drills, evacuation procedures, inspection of fire equipment and other school property, and so forth.

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- 14. <u>Ceonverse</u> with school bus drivers regarding student behavior, and investigate discipline code violations occurring on school buses.
- 15. <u>M</u>maintain discipline and orderliness during breakfast and lunch periods and when buses are loading and unloading students.
- 16. Represent the school and provide testimony in courts of law, as required.
- 17. <u>Ww</u>hen possible, intercept, retain for SIU and School Resource Officers and other law enforcement agencies any substance resembling illegal drugs located on school property.
- 18. <u>M</u>maintain a constant liaison with residents and business establishments in the vicinity of the schools' campuses to enhance their feeling of security and their willingness to cooperate in security matters, when requested.
- 19. <u>Ceomply</u> with all nondiscrimination policies of The School Board of Broward County, Florida.
- 20. Ooperate School Board owned vehicle in a safe manner and ensure proper recording of time and materials.
- 21. <u>Pp</u>articipate, successfully, in the training programs offered to increase the individual's skills and proficiency related to the assignments, including conflict resolution and cultural diversity training.
- 22. <u>R</u>review current developments, literature and technical sources of information related to job responsibility.
- 23. <u>Eensure adherence to good</u> safety <u>rules and</u> procedures.
- 24. Pperform other duties as assigned by the Principal.
- 25. Ffollow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Majority of contact is with students, and school employees within different departments utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

PHYSICAL REQUIREMENTS:

<u>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.</u>

TERMS OF EMPLOYMENT:

<u>Salary</u> and <u>benefits</u> shall be <u>paid</u> consistent with the <u>District's</u> approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is not exempt from the overtime provisions of the Fair Labor Standards Act.

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EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/78

ER80-12 Approved: 10/2/80 &

Revised: 10/15/81

Board Approved: 11/6/90 &

Adopted: 12/4/90

Revised: 8/16/94 & Adopted: 9/20/94

Board Adopted: 12/16/03 Board Adopted: 2/01/05

Revised: 12/21/06