

Exhibit 1
School Board Agenda Item
July 24, 2018

Executive Summary

Proposed New Job Description for the **Armed Safe School Officer, Marshal/Guardian Program** position

Background: This item is being recommended for School Board **adoption** to meet requirements for new job description.

Position Title: **Armed Safe School Officer, Marshal/Guardian Program**

Division/Department: **Division of the Chief of Staff**

Salary Schedule: **Safe School Officer Salary Schedule**

Annual Range: **\$25,000 - \$32,619** Hourly Range: **\$17.00 - \$22.19**

Recommended Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: The job description for the Armed Safe School Officer, Marshal/Guardian Program, has been created in accordance with Senate Bill 7026 and in support of the School Guardian program. The Armed Safe School Officer, Marshal/Guardian Program, will be responsible for providing security and safety services for the school campus, including protecting the life and wellbeing of students, staff, and visitors. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. This is a new request for a multi-incumbent position that is pending Board approval.

An evaluation of the job description was conducted to determine a pay range that starts at \$25,000 and ends at \$32,619.

Revisions to the job description based on School Board feedback from the June 26, 2018 RSBM include:

1. Updates to bullet #4 of the performance responsibilities to include collaboration with SIU, Security Specialists and Campus Monitors:
 - Work collaboratively with school administrators, staff, the Special Investigative Unit (SIU), Security Specialists, and Campus Monitors to resolve issues related to security and safety.
2. Creating a performance responsibility (bullet #7) that speaks to building and maintaining positive relationships with students and staff:
 - 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 Broward County Public School campuses.
3. Updating bullet #20 of the performance responsibilities to include responsibility for participating in trainings offered on effective interactions with ESE and special needs students:
 - 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 ESE and special needs students.
4. Updating bullet #25 of the performance responsibilities to remove "other duties as assigned":
 - ~~Perform other duties as assigned by the immediate supervisor, or designee.~~ Duties may include shift work, weekends and holidays.
5. Updating the minimum experience qualification to clarify that military reservist experience is included as part of the military experience requirement:
 - A minimum of two (2) 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 years of prior military experience (which includes military reservist experience), with an honorable discharge may be substituted for law enforcement experience.
6. Updating the preferred experience qualification to include 4 years of experience as a preference:
 - A minimum of four (4) 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 years of prior military experience (which includes military reservist experience), with an honorable discharge may be substituted for law enforcement experience.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the representative is reviewed for consideration and, where applicable, incorporated as part of the job description. A meeting to discuss the Armed Safe School Officer, Marshal/Guardian Program position with the Federation of Public Employees (FOPE) representatives was held on June 18, 2018, and the draft job description was e-mailed the same day. Additional feedback was not received prior to submission of this document for approval.

Cost: The creation of this job description represents no additional financial impact to the District. The source of funding for staffing these positions will be the Safe School Categorical Fund. All costs associated with training employees participating in the Marshal/Guardian program will be paid for by the Broward Sheriff's Office, and funded via the Coach Aaron Feis Guardian Program. This is a multi-incumbent position that is pending Board approval. The cost associated with staffing this position ranges from \$37,588 - \$46,578, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and will reflect the candidate's job qualifications, FOPE contract provisions, and pay analysis conducted by Human Resources.