



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Armed Safe School Officer – Marshal/Guardian Program
JOB CODE: New
CLASSIFICATION: Non-Exempt
PAY GRADE: Safe School Officer Salary Schedule
BARGAINING UNIT: FOPE
REPORTS TO: Principal
CONTRACT YEAR: Ten Months

POSITION GOAL: Responsible for providing security and safety services for the school campus and protecting the life and wellbeing of students, staff, and visitors.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Armed Safe School Officer – Marshal/Guardian Program shall carry out the essential performance responsibilities listed below.

- Serve as an integral member of a school's security and safety team, with a specific focus on protecting the life and wellbeing of students, staff, and visitors against active threats on school property.
- Organize the prevention and detection of threatening activities while assigned to a school or task.
- Use appropriate level of force to stop, disrupt or eliminate physical threats to students, staff and visitors on school property.
- Work collaboratively with the school administrators, staff, Special Investigative Unit (SIU), Security Specialists, and Campus Monitors to resolve issues related to security and safety.
- 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.
- Use and care for firearms, communications equipment, and other issued and necessary equipment.
- 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.
- Utilize technology to access information and generate clear and comprehensive reports.
- Participate in the SAFE team training and related activities available throughout the school year.
- Cooperate with Principals, Assistant Principals and other appropriate staff members by coordinating, recommending and advising them of proper practices and procedures necessary to secure the safe and peaceful conduct of Broward County School Board business and activities.
- Cooperate with local, state and federal law enforcement and other designated first responder agencies for participation in their respective training activities.
- Cooperate and participate with other members of the criminal justice system to include The Office of the State Attorney, Child Protective Investigators, and other state and federal agencies in the interest of public safety.
- Remain alert and sensitive to potential disturbances and/or violations of the law and school board policy through preventive measures of security.
- Remain knowledgeable of current processes and procedures pertinent to the school Marshal/Guardian Program through continued education, seminars, and training. Provide security services during various meetings.
- Maintain, retain and properly secure departmental issued supplies and equipment, including weapons, ammunition, and other specialized supplies and equipment from loss or unauthorized use.
- Respond as ordered to work during emergencies, to include working extended duty hours over weekends and holidays, or during periods of severe or inclement weather.
- Maintain constant mental alertness and mobility, with the ability to quickly evaluate and respond to critical situations, as required.
- Display and employ excellent communication skills when interacting with students, staff and visitors.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.

- 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.
- Successfully complete ongoing training, weapon inspection, and firearm qualification on at least an annual basis.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Duties may include shift work, weekends and holidays.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- 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.
- Prior experience working with adolescents.
- Must possess and maintain a valid State of Florida driver's license.
- Excellent oral and written communication skills, and the ability to accurately communicate facts.
- Computer skills as required for the position.
- Obtain the requirements outlined below prior to School Board appointment:
 - a. Hold a valid license issued under s. 790.06 (*License to carry concealed weapon or firearm*).
 - b. Successful completion of 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 and designated by the Department of Law Enforcement and submit the results of the evaluation to the Sheriff's office.
 - d. Submit to and pass an initial drug test and subsequent random drug tests in accordance with the requirements of s. 112.0455 and the Sheriff's office.
 - e. Successfully complete at least 12 hours of a certified nationally recognized diversity training program.
- 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).

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree in a related field from an accredited institution.
- 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.
- Prior experience in law enforcement in a K-12 setting.
- Bilingual skills.

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

On a daily basis, interact with school administrators, staff, students and visitors utilizing communication skills requiring tact and courtesy in the giving and receiving of information directly related to performing the job.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:
Board Adopted:

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