



REVISED

# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:

CC-9.

MEETING DATE 2019-03-05 10:05 - School Board Operational Meeting

AGENDA ITEM ITEMS

CATEGORY CC. BOARD POLICIES

DEPARTMENT Compensation (Human Resources)

Special Order Request  
 Yes  No

Time

Open Agenda  
 Yes  No

TITLE:

Proposed Revised Job Description for the Security Specialist Position

REQUESTED ACTION:

Approve the Proposed Revised Job Description for the Security Specialist Position. This is the First Reading.

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the Security Specialist position is being revised in an effort to better clarify and define job duties. The job description was publicized for rule adoption in compliance with Florida Statutes on February 13, 2019. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center.

SCHOOL BOARD GOALS:

Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

FINANCIAL IMPACT:

The financial impact associated with this item totals \$114,664. The source of funding is through the Referendum dollars. See the Executive Summary for additional information on the expense associated with this request.

EXHIBITS: (List)

(1) Job Description (2) Executive Summary (3) Memo to Revise

BOARD ACTION:  
**APPROVED**  
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:  
Name: Rose M. Hall Phone: 754-321-0144  
Name: Jeffrey Moquin Phone: 754-321-2650

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
Senior Leader & Title

Judith M. Marte - Chief Financial Officer

Signature  
Judith M. Marte  
3/1/2019, 2:34:25 PM

Approved In Open Board Meeting On:

MAR 05 2019

By: *Heather P. Burkwood*  
School Board Chair

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT  
ROBERT W. RUNCIE  
SUPERINTENDENT OF SCHOOLS

February 28, 2019

TO: School Board Members

FROM: Judith M. Marte  
Chief Financial Officer

VIA: Robert W. Runcie  
Superintendent of Schools

SUBJECT: **Revision to Item # CC-9, Proposed Revised Job Description for the Security Specialist, for the March 5, 2019 School Board Operational Meeting**

The job description for Item # CC-9, **Proposed Revised Job Description for the Security Specialist, for the March 5, 2019 School Board Operational Meeting**, has been revised:

**On Page 3, under Minimum Qualifications & Experience:**

The minimum experience requirement has been revised to include an “or” provision for prior experience as a School Campus Monitor with successful completion of a District approved security certification training course.

RWR/JMM:im

c: Senior Leadership Team

School Board Agenda Item

March 5, 2019

Executive Summary

**Proposed Revised Job Description for the Security Specialist Position**

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

Position Title: **Security Specialist**

Division/Department: **Division of the Chief - Safety, Security and Emergency Preparedness**

Hourly Range: **\$27.14513 - \$31.46864**

Salary Schedule: **2017-2018 Salary Schedule for Security Specialists, Campus Monitors & Armed Safe School Officers**

Recommended Policy Status: Non-Chart Job Description - **First** Reading

Rationale: The job description for the Security Specialist is being revised to better define performance responsibilities and minimum job qualifications. This is a critical position that is responsible for enhancing the safety, security and level of preparedness in the work and learning environments of students, employees, and visitors. This position is also responsible for protecting students, employees, and visitors from harm in emergencies, and to prevent loss and damage of school property by theft and vandalism. Specific changes to the job description include edits to essential performance responsibilities, revisions to the minimum work experience requirements, and increasing the work calendar by three days to allow for staff training and professional development. The proposed work calendar change would go into effect on July 1, 2019.

There are 151 Board approved positions associated with this job description, of which 4 are vacant.

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 with the FOPE Representatives was held on February 27, 2019 to review the revised job description. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents an additional financial impact of \$114,664, which reflects the cost to increase the work calendar by three days to allow for staff training and professional development. This expense will be funded through Referendum dollars. The proposed work calendar change would go into effect on July 1, 2019, with the start of the new school year.



REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Security Specialist  
**JOB CODE:** NN-130  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** N/A  
**BARGAINING UNIT:** FOPE  
**REPORTS TO:** School Principal of school to which assigned  
**CONTRACT YEAR:** 40-Month Calendar 199 Days

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**POSITION GOAL:** To enhance the safety, security and level of preparedness in the work and learning environments of students, employees and visitors, make the individual school a safe and secure work environment for students and employees and to prevent/reduce To protect students, employees and visitors from harm in emergency situations, and to prevent or reduce loss and damage of student/employee and school property by theft and vandalism.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Security Specialist shall carry out the performance responsibilities listed below:**

- Work with school administrators, school staff, District personnel and public safety officials to help create and maintain a positive, caring, reasonably safe and effective learning environment.
- Advise the School Principal/Director of significant disturbances, hazardous conditions, unsafe procedures and other serious security matters.
- Suggest ways to enhance school safety, security and emergency preparedness.
- Practice situational awareness to help detect students who are in distress as well as identify and address potentially dangerous conditions, situations and individuals.
- Patrol the school's perimeter, grounds and interior areas providing a high degree of visibility in order to help prevent trespassing, criminal activity, potentially dangerous behaviors, substance abuse, acts of self-harm and school violence.
- Communicate with students in age and developmentally appropriate ways.
- Work effectively with students, staff and visitors with special needs.
- Practice positive cultural awareness and demonstrate respect for diversity among students, employees, public safety partners and visitors.
- Help prevent and address bullying, harassment and intimidation of students, staff and visitors.
- Request identification and investigate the presence of individuals who appear to be out-of-place based on the time, location, setting, behaviors and circumstances when it appears safe and appropriate to do so.
- Work with school administrators, faculty and support staff to help create and maintain active and effective student supervision.
- Assist with maintaining proper student conduct, orderliness and security during breakfast and lunch periods when directed by school administrators.
- Help reduce potential physical conflicts among students using proactive and professional attention to student interaction and appropriate intervention strategies.
- Actively supervise bus and automobile parking and pedestrian and vehicle traffic patterns on school property. Help administrators develop and implement ways to improve parking and traffic flow while promoting enhanced safety for pedestrians and vehicle occupants.
- Maintain effective communications with school bus drivers regarding student behavior and safety concerns. Investigate discipline code violations occurring on school buses.
- Participate on the School Improvement Team for matters relating to the school's climate, culture, safety and security.
- Assist with student threat assessments if requested to do so by the School Principal/Director or members of the Threat Assessment Team.
- Discuss age and developmentally appropriate safety, security and emergency preparedness information with students as requested.

- Maintain open communications with residents and business establishments in the vicinity of the schools' campus to enhance the safety and security of the school and to foster their willingness to cooperate with school and public safety personnel in maintaining a safer school environment.
- Follow District procedures and Florida laws regarding reporting of criminal incidents.
- Serve as an appropriate role model for students while maintaining appropriate boundaries during all interaction with students.
- Maintain appropriate boundaries when interacting with students, refraining from participation in peer-to-peer behavior with students or engaging in conduct which is prohibited by policy, statute or, by its nature, is likely to create alarm or suspicion of potential misconduct by an employee.
- Comply with District policies, procedures and Florida statutes relating to the protection of students from physical, emotional and sexual abuse.
- Comply with District policies and Florida statutes relating to mandatory reporting of boundaries invasion, potential forms of grooming behaviors, and any other indications that physical, emotional and/or sexual abuse of students is taking place at or away from school.
- In cooperation with administrators, investigate incidents of negative non-criminal conduct occurring on school property.
- In close coordination with and following the direction of the School Principal/Director, Special Investigative Unit, School Resource Officer, Law Enforcement Departments, City Police Departments and other law enforcement agencies, provide support and assistance in investigation of criminal acts.
- Record legally required information pertaining to non-criminal and criminal incidents. Obtain statements from witnesses, complete evidence documentation forms, security reports, property loss and other reports, as necessary.
- Take reasonable steps to prevent confidential and protected information from being disclosed in violation of District policy, Safety, Security and Emergency Preparedness Division operating procedures, Florida statutes and federal government guidelines.
- Follow established policies and procedures related to the prevention of cyber security incidents involving life-safety systems and sensitive student and employee information.
- Represent the school and provide testimony in courts of law, as required.
- Proactively communicate the need for emergency protective actions or requests for response by public safety personnel when visual and auditory senses indicate that action must be taken to protect human life. Use appropriate form of communication to inform of emergencies, including verbal warnings, portable radio, fire alarm or other communications systems or devices.
- Take prompt action, as needed, to protect human life in emergency situations, including all reasonable steps required to ensure individual, personal safety and protection from harm.
- Work in collaboration with administrators, support staff and public safety officials to help improve the level of emergency preparedness among staff and students.
- Organize and administer school safety, security and emergency preparedness awareness programs, as assigned. Examples include but are not limited to fire drills, lockdown drills, reverse evacuation procedures, emergency evacuation procedures, emergency communications protocols and other emergency protective actions.
- Assist with school safety, security and emergency preparedness assessments as directed by the School Principal/Director and/or Safety, Security and Emergency Preparedness supervisor.
- Report to duty assignments on time, physically and emotionally fit for duty and with any required equipment in proper working order.
- Operate School Board owned vehicles (including golf carts) in a safe manner.
- Complete in-service training, staff development programs, web learning programs, and advanced training as directed by school administrators and Safety, Security and Emergency Preparedness Department supervisory personnel.
- Achieve and demonstrate proficiency in conflict resolution, verbal de-escalation, passive restraint techniques and the use of force as authorized, trained and in compliance with written directives, policies or manuals.
- ~~Investigate all incidents of negative conduct occurring on school property and 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.~~
- ~~Gather 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.~~
- ~~Advise the principal of all hazardous conditions, unsafe procedures and all serious security matters, and suggest methods of elimination.~~



- Document and report all incidents through the principal to the Special Investigative Unit.
- 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.
- 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.
- Develop rapport with students by exercising prudent judgment upon contact, and using more potent warnings and reasonable force only when warranted.
- Serve as a part of the staff of the individual school.
- Discuss security-related information with students as requested, pertaining to school safety and security.
- Take an active part in the School Improvement Team on matters of the school's safety and security.
- 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.
- 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.
- Organize and administer school safety programs, as assigned, such as fire drills, evacuation procedures, inspection of fire equipment and other school property, and so forth.
- Converse with school bus drivers regarding student behavior, and investigate discipline code violations occurring on school buses.
- Maintain discipline and orderliness during breakfast and lunch periods and when buses are loading and unloading students.
- Represent the school and provide testimony in courts of law, as required.
- When possible, intercept, retain for SIU and School Resource Officers and other law enforcement agencies any substance resembling illegal drugs located on school property.
- 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.
- Comply with all nondiscrimination policies of The School Board of Broward County, Florida.
- Operate School Board owned vehicle in a safe manner and ensure proper recording of time and materials.
- Complete the annual District required in-service training.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate, successfully, in the training programs offered to increase enhance the individual skills and proficiency related to the assignments job responsibilities, including conflict resolution and cultural diversity training.
- Review current developments, literature and technical sources of information related to job responsibility responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the School Principal/Director or designated Safety, Security and Emergency Preparedness supervisory personnel.

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- 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.
- A minimum of four (4) years, within the last eight (8) years, of experience in a field related to the title of the position, including but not limited to, security or law enforcement, or four (4) years of experience as a School Campus Monitor with successful completion of a District approved security training certification program.
- Must be, at least, twenty-one years of age.
- Effective verbal and written communication skills, including the ability to write reports, interview victims and witnesses, and communicate in an emergency as required for the position.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Post-secondary college courses preferred.
- An earned associate's degree from an accredited institution.
- ~~Two (2) years of the above four (4) years working with juveniles preferred.~~
- Prior experience working with students or adolescents.
- Bilingual skills.

**ACCOUNTABILITY PROCEDURES:**

The Principal will assess the effectiveness of the Security Specialist annually with respect to the performance of specific responsibilities.

**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.~~

The majority of contact is with students, visitors, parents and guardians of students, public safety personnel and school employees within different departments. This position requires the ability to remain vigilant for extended periods of time and in a dynamic environment. The job incumbent will be required to utilize a variety of verbal and physical skills and techniques to protect self and others from individuals who are non-compliant, aggressive and who may pose a risk to themselves or others. This position requires the ability to use the minimum force necessary to protect self and others and a high degree of judgement in the use of verbal de-escalation and when necessary, the use of passive restraint techniques and other types of physical force.

Security Specialists are prohibited from carrying a firearm on their person or in a personal or District vehicle while on duty or while on school system property. Security Specialists are also prohibited from carrying less-lethal force devices unless they are specifically trained and have been authorized to do so in writing by the District. Examples of less-lethal force devices include but are not limited to Tasers, impact devices, stun guns or pepper, mace, CN or CS irritant sprays.

This position requires personnel who can use tact and courtesy to enhance a pleasant, effective and reasonably safe learning environment. This position also requires the ability to follow guidelines relating to the appropriate boundaries pertaining to the interactions with students. The position requires the ability to give or receive information directly related to school safety, security and emergency preparedness.

**PHYSICAL REQUIREMENTS:**

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

This job requires the incumbent to communicate via two-way radio, provide verbal instructions and warnings to others in an emergency, prepare written reports, and complete forms in writing. Additionally, the job incumbent will be required to operate a motor vehicle or golf cart, patrol a school campus on foot, climb stairs, and scale a six-foot chain link fence. The job incumbent will also be required to utilize appropriate techniques to restrain and, if necessary, subdue physically aggressive individuals, using minimum force as required.

**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: 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

Board Approved: 11/3/2015

Board Adopted: 12/8/2015

