

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SCHOOL SAFETY OFFICER

SALARY SCHEDULE: SSP-11

**COST CENTER: DEPARTMENT OF SAFETY SECURITY AND EMERGENCY MANAGEMENT
(9035)**

QUALIFICATIONS:

- High School Diploma or equivalent. Preferred Associates in counseling or security-related fields
- Direct work Experience with juveniles
- Ability to obtain a State of Florida Guardian License through a Certified Course when scheduled.
- Ability to obtain a State of Florida Class “D” Security Officer License when scheduled.
- Successful participation in training programs offered to increase the individual’s skill and proficiency related to working with EH/SED students, including conflict resolution and crisis management techniques as approved by the Department of Exceptional Student Education and the Department of Student Services (e.g., Professional Crisis Management).
- Possess a valid Florida driver’s license.
- Ability to maintain effective working relationships with students, staff, and the administration
- Demonstrated experience in school security and/or general security preferred.
- Must be able to become certified in the district-approved de-escalation and intervention course.
- Knowledge of current computing technologies and software applications appropriate to the position’s job responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of school and/or other security principles.
- Knowledge of current computing technologies and software applications appropriate to the position’s performance responsibilities.
- Demonstrated ability to work effectively and courteously with diverse groups of people.
- Ability to effectively communicate, both orally and in writing.
- Ability to effectively work as a team member.
- Ability to write reports.
- Knowledge of Florida State Statutes and Florida Department of Education Rules.

REPORTS TO:

Safety and Security Coordinator, Director of Safety, Security, and Emergency Management

JOB OBJECTIVE:

To assist in providing a safe and secure learning environment for all District students, staff, and visitors.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Due to the critical nature of this job work hours and shift adjustments may be required, and board-approved paid and non-paid holidays may not follow the published calendar.
- Reduce the opportunities for the commission of crime through preventative/proactive patrol.
- Patrols and Inspects school district property to ensure compliance with State Statutes and FLDOE Rules.
- Work with the School Resource Officer and School Administrators to ensure security-related

- compliance duties are assigned.
- Works with Administrative Staff and Central Security Monitors to control authorized access to the Access Control Systems.
 - Assists Administration with all security-related systems access, training, use, and development, including but not limited to all Allyssa Alert compliance software, intercom, and badging systems.
 - Make sure all visitor management systems in place at the school are logged in and functioning.
 - Collects and monitors school security plans and ensures compliance with district policies.
 - Observe and report damages to School District properties.
 - Assists School District personnel with issues regarding safety, security, and supervision/monitoring of persons and/or places.
 - Responds to school district property to investigate unusual circumstances, determine the best response, and notify stakeholders of the outcomes.
 - Assist with Emergency Events at the schools and District ancillary facilities.
 - Provide direct support to the administration and School Safety Officers during emergencies including protecting students, staff, and visitors from harm.
 - Issues notices of concern for any safety or security compliance matter.
 - Assist with video surveillance camera operations.
 - Assist with the delivery of safety and security-related training and equipment.
 - Use positive, effective interpersonal and de-escalation communication skills.
 - Adhere to high standards of punctuality, regular attendance, and required uniform.
 - Participate in workshops and training to update skills.
 - Keep Supervisors informed of potential problems or unusual events.
 - Respond to inquiries and concerns in a timely manner.
 - Prepare all required reports, daily logs and maintain all appropriate records.
 - Follow all School Board policies and department policies and procedures.
 - Exhibit interpersonal skills to work as an effective team member.
 - Demonstrate support for the School District's mission and its goals and priorities.
 - Perform all other duties as assigned.
 - Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, the worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. The length of the work year and hours of employment shall be those established by the district.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.