

Job Description:

The School Safety Officer will be responsible to the Director of Support Services. This position exists to perform highly responsible administrative work as identified through s. 1006.7 (6). This position is tasked to ensure that all mandated requirements by the Office of Safe Schools within the Department of Education are implemented and followed as defined as well as all safety & security policies/directives of the Clay County School Board and the Superintendent of Schools. The armed School Safety Officer position shall have no law enforcement authority, except to the extent necessary to prevent or actively respond to an active assailant incident on Clay County District Schools' properties. The School Safety Officer will work collectively with the Principal at each school to identify and implement strategies related to ensuring safety on campus while maintaining a peaceful environment, deter crime, and conduct preliminary inquiries into violations of school board policies on school property or at school-sponsored events. The School Safety Officer will have the responsibility for performing a variety of duties related to protecting students, school staff, visitors, equipment, facilities, and school grounds at the request of the site administrator and under the supervision and direction the Director of Support Services.

Responsibilities and duties of this position include:

1. Provides security and surveillance to school campus, including patrolling parking lots and school grounds.
2. Provides security to school and district functions, including after school and extra-curricular activities when needed.
3. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
4. Communicates with the Director of Support Services, school administrators, students, parents, staff, and community members regarding security related concerns and issues; works cooperatively with local law enforcement and other district personnel as needed.
5. Communicates school policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
6. Responds to emergency situations and takes appropriate actions in accordance with established guidelines and provides basic first aid services as needed.
7. Monitors students within a variety of school environments (e.g. rest rooms, grounds, hallways, media center, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students and personnel.
8. Reads and responds to email communications from district and school-based administration.
9. Builds relationships with the county's local law enforcement agency, fire rescue, students and stakeholders and assists with character education development.

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10. Supervises common areas in order to protect all stakeholders on school grounds.
11. Manages school access by monitoring gates and other points of entry throughout the school to ensure that students possess permission to leave school grounds, parents are directed to the main office, and visitors are authorized to be on campus.
12. Assists administration in performing searches of students and school property.
13. Suppresses disturbances and security incidents according to district established policies and guidelines.
14. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
15. Assists school administration and law enforcement with threat assessments.
16. Utilizes and monitors surveillance technology to ensure campus safety.
17. Serves on school safety committee and assists with student crime watch programs.
18. Assists with school safety drills under the direction of administration.
19. Supports school with the implementation of behavioral health services.
20. Serves as a district representative if emergency shelters are open.
21. **Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no times will traffic control and or directing traffic be permitted by the School Safety Officer.**
22. Performs other related tasks/duties as assigned.

Required Qualifications:

Must possess a high school diploma (or equivalency). Must be 21 years of age or older. Experience or training in a security related field or any equivalent combination of education and experience is preferred. Read, write, speak, and understand standard English.

Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position. Must be able to successfully complete ongoing trainings and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.

Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the "Guardian" appointment throughout employment in this position.

Must successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:

1. 80 hours of firearms training

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2. 16 hours of instruction in precision pistol
3. 8 hours of discretionary shooting instruction using approved simulator exercises
4. 8 hours of instruction in defensive tactics
5. 8 hours of instruction in active shooter or assailant scenarios
6. 12 hours of instruction in legal issues
7. Must pass a psychological evaluation
8. Must complete at least 12 hours of a certified nationally recognized diversity training program
9. Must submit to and pass an initial drug test and subsequent random screenings
10. **Must successfully pass a comprehensive employment background check, psychological evaluation, and drug screening**
11. A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position.
12. **Must be 21 years of age or older**

Desired Qualifications:

1. Three years of work in law enforcement, security, and / or military.
2. Course work or training in criminal justice or related field.
3. Awareness of tenets and trauma informed care and mental health resources.

Work Context:

Requires sitting, standing, walking, use of stairs, and running to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and / or teams. Requires work with both internal and external contacts and with the public. Must interact professionally with all law enforcement/fire rescue with the ability to calmly assess solutions and or implement processes during critical events.

Physical Environment:

Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day and the ability to lift, carry, move and / or position objects infrequently weighing up to 50 pounds. Requires travel to schools and work sites within the District.