



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Certified Law Enforcement (LE) Safety Officer | Safety & Security | Chief of Security & School Safety |

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| Position No: 79021 | Length of Work Year: 12 Months |
| Salary Schedule: CWA | Date Approved: 1/25/11 |
| FSLA: Non-exempt | Date Revised: 8/11/15; 1/14/16; 4/22/22 |

| JOB GOAL |
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| To monitor, respond and assist district/school departments in order to promote a safe environment for learning and school related functions. |

| MINIMUM QUALIFICATIONS |
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1. High School diploma or equivalent.
2. Minimum twenty on (21) years of age at time of hire.
3. Certification from the Florida Department of Law Enforcement (FDLE) and Division of Criminal Justice Standards and Training Commission (CJSTC).
4. Bonded and attached to a local Law Enforcement Agency (Reserve Unit).
5. Possession & maintenance of a valid Florida driver's license throughout employment without any restrictions that may affect the ability to perform the essential functions of the job.
6. Three (3) years experience in law enforcement required.
7. Reserve Officer experience can be used to meet experience requirements on a 2 for 1 year basis.
8. Maintain on-going training as required & provided by law enforcement agency to include but not be limited to: firearms, defensive driving maneuvers, domestic violence, AED/CPR/First Aid responders, Patrol Procedures e.g. handcuff procedures, building searches and defensive tactics, etc.
9. Ability to perform the functions of the position.

| DUTIES AND RESPONSIBILITIES |
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1. Ability to be on call, 24hr/day, 7 days per week, to answer & respond to alarms.
2. Respond to & assist with calls for help from bus drivers to include school bus or bus stops related to criminal acts or civil liability.
3. Support schools by responding to matters of student safety regarding disruptive student/parent behavior; gang activity; sexual misconduct; bullying; and weapons & drugs.
4. Monitor, retrieve, and act as custodian of evidence of video documentation for evidential purposes as related to criminal activity and prosecution as well as civil documentation.
5. Assist in investigation of employees as directed by the Director of Security.
6. Train school board employees in safety and security issues such as: Codes Procedures for Emergency Situations; Emergency Management Operations; Active Shooter; Gang Identification; Gang Activity.
7. Participate as necessary during nuclear disaster drills, hurricane preparedness, natural disasters, and other related duties as assigned by the Director.
8. Maintain effective relationships with school board employees and community.
9. Substitute as SRO/SRD on school campus as requested by Sheriff's Office.
10. Responsible for safety & security at school and district events as assigned.
11. Act as a liaison between the school district and all law enforcement agencies.

12. To enforce and investigate all violations of School Board or violations of Florida State Statutes, on school property and to pursue and apprehend in absences of other Law Enforcement Agency, to arrest violators of Florida State Statutes on school property.
13. To adhere to the Florida Code of Professional Conduct in all school matters.
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks to a high standard of quality.
16. To perform other duties as assigned by the Director.

PHYSICAL DEMAND CLASS:

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.

* Supplement for specialized safety equipment: 1) First year - a one-time payment of \$2,500.00 as an equipment allowance for specialized safety equipment. 2) Subsequent years - a one-time payment \$1,113.00 annually. For employees hired after July 1 in subsequent years, payment will be prorated based on the month of hire.