

JOB TITLE	DEPARTMENT	REPORTS TO
Certified Senior Safety/Security Officer	Security	Director of Safety and Security

Position No: 79047	Length of Work Year: 12 Months
Salary Schedule: N13	Date Approved: 4/13/99
FSLA: Non-exempt	Date Revised: 8/10/99; 2/8/22

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

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent. Two Year College Degree or at least 65 college credits preferred. Experience over 10 years as a Safety/Security Officer can be substituted for college credit. 2. Certification by the Florida Criminal Justice Standards and Training Commission. 3. A minimum of ten (10) years experience as a Certified Safety/Security Officer. 4. Satisfactory evaluations and recommendation of Supervisor. 5. Demonstrates ability to provide training. 6. Excellent communication skills. 7. Ability to communicate with students and staff with authority. 8. Ability to perform the essential functions of the position. 9. Must demonstrate knowledge of Florida Code of Professional Conduct.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist the Director of Safety and Security in the following areas as directed or required: <ul style="list-style-type: none"> • Supervision and oversight of security personnel in the absence of the Director or Coordinator. • Serve as a liaison between the School District and local law enforcement, emergency management agencies, fire departments and public safety communications. • Provides recommendations to improve safety and security including initiates action as appropriate. • Assists in the supervision of security related projects. 2. To enforce and investigate violations of School Board policy or violations of Florida State Statutes, as they relate to the School District and to pursue, apprehend and arrest suspected law violators. 3. To respond or direct other safety officers to school campuses when summoned by appropriate personnel or at direction of Safety and Security Director. 4. To assist or direct other safety officers with Transportation Department with problem students or other safety and security matters. 5. To assist or direct other safety officers in internal investigations of employees of the school system as directed by the Director of Security. 6. To assist in investigation of complaints. 7. To assist in the supervision of security related projects. 8. To serve as an instructor for inservice training programs for security personnel and school or district staff as required. 9. To assist in preparing working schedules and written instructions for security staff. 10. To assist in reviewing school work orders related to security for athletics or school events and coordinating security and law enforcement coverage.

11. To assist in conducting investigations of major security infractions.
12. To transport, arrest or detain students as needed.
13. In absences of other Law Enforcement Agency, to arrest violators of Florida State Statutes on school property.
14. To serve legal documents within the school system.
15. To assist or direct other safety officers in emergency procedures.
16. To supervise the operations of the Safety/Security Department in the absences of the Director.
17. To assist School Resource Officers in assigned working area.
18. To perform assigned tasks in a timely and efficient manner.
19. To perform assigned tasks to a high standard of quality.
20. To perform other duties as assigned by the supervisor.

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.