



HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

Position: Safety and Security Officer

Qualifications

- High school diploma (or equivalent). Must be 21 years of age or older.
- Law enforcement, military, or security-related experience is preferred.
- Ability to read, write, speak, and understand Standard English.
- Successful completion of initial and ongoing training/certification provided by the Hendry County Sheriff's Office as required by Chapter 2018-3, Laws of Florida, as a condition of employment.
- Satisfactory completion of the American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course or agreement to earn within one year of employment.
- Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the license throughout employment in this position. Must be able to successfully complete ongoing training and firearm proficiency tests as outlined in the Marjory Stoneman High School Public Safety Act.
- Must meet all Hendry County Sheriff's Office requirements to attain a Guardian appointment under the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the Guardian appointment throughout employment in this position.
- Must have a valid Florida driver's license.
- Must submit to and pass an initial drug test and subsequent random screenings.
- Must successfully pass a comprehensive employment background check.
- Must pass a psychological evaluation.
- Must complete 144 hours of comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission-certified course conducted by the Hendry County Sheriff's Office as outlined below:
 - 80 hours of firearms training
 - 16 hours of instruction in precision pistol
 - 8 hours of discretionary shooting instruction using approved simulator exercises
 - 8 hours of instruction in defensive tactics
 - 8 hours of instruction in active shooter or assailant scenarios
 - 12 hours of instruction in legal issues
 - 12 hours of a certified, nationally recognized diversity training program

Job Goal

To ensure the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school. To assist the administrative staff with applying policies and procedures for safe and orderly

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schools at the building level. Responsible for maintaining calm, deterring crime, and examining preliminary inquiries into violations of school board policies on school property or at school-sponsored events.

This position is an armed School Safety Guardian; however, there shall be no law enforcement authority except to the extent necessary to prevent or abate an active assailant incident on school property.

Reports To

Director of School Safety, Security, and Transportation

RESPONSIBILITIES/DUTIES

- Uses whatever force is necessary to prevent or abate an active assailant incident.
- Immediately responds to and engages to stop the threat of an active assailant.
- Conducts perimeter and inner school checks to ensure premises are secure.
- Analyzes information and situations regarding activities that may violate school policies and/or indicate possible criminal activity to determine immediate actions and/or make recommendations to ensure the safety of students, staff, and the public.
- Collaborates with other school and district personnel, assigned police officers, and representatives of local agencies to conduct preliminary inquiries into violations of school board policies, providing information and/or taking action to ensure the safety and security of the school site.
- Communicates school policies and procedures to personnel, parents, and visitors to ensure their understanding of the potential consequences of violating these policies.
- Investigate unusual incidents, e.g., unauthorized visitors, violent threats against students, etc., to assist responding law enforcement personnel, develop the information necessary to assist in determining appropriate action, and/or provide documentation for future reference.
- Monitors students in various school environments, such as restrooms, grounds, hallways, library, cafeteria, and parking lots, to ensure their safety and welfare.
- Prepares various documents, e.g., security logs, memos, letters, procedures, etc., to document activities, provide written references, and/or convey information.
- Reads and responds to email communication.
- Recommends policies, procedures, and /or actions to the school administration to provide information and/or direction to ensure efficient campus security provision.
- Refers to observation and incidents, e.g., injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc., to communicate information to appropriate instructional and/or administrative personnel and/or law enforcement for follow-up action.
- Utilizes and monitors surveillance technology.
- Operates metal detectors and conducts appropriate searches when directed.
- Provides support during school and district emergencies and participates in all school emergency drills, such as fire, lockdown, active shooter, and hostage situations.
- Attend all training as directed by the supervisor.
- Performs other tasks consistent with the goals and objectives of this position.

Revised: 10/02/2024

Adopted: 10/15/2024

Position: Safety and Security Officer

Knowledge, Skills, and Abilities:

- Knowledge of standard security procedures and best practices.
- Strong oral, written, and interpersonal communication skills. Basic word processing and spreadsheet skills.
- Ability to acquire knowledge of School Board policies and applicable Hendry County School District security personnel procedures.
- Ability to read, write, speak, and understand Standard English.
- Ability to apply standard security procedures and best practices.
- Ability to work with a wide variety of students from diverse backgrounds.
- Ability to pass required physical, psychiatric, and drug tests.
- Ability to exercise good judgment under potentially dangerous conditions.
- Ability to control sudden, violent, or extreme physical acts of others.
- Ability to exhibit rapid mental and muscular coordination simultaneously.
- Ability to work well with school administrators, youth, and adults.
- Ability to prepare and maintain technical records and state/district-required reports.

PHYSICAL REQUIREMENTS

Requires working indoors and outdoors in various weather-related conditions—ability to move freely and perform duties in numerous locations throughout the day. Requires sitting, standing, and moving about during the day, and the ability to lift, carry, push, and/or position objects infrequently weighing up to 50 pounds. Exposure to noise and activity in a school setting. Exposure to weather conditions. Requires travel to schools and work sites within the district.

TERMS OF EMPLOYMENT

Calendar Months: 11 months

Salary Schedule: Base **Pay Grade:** Base

Salary and Benefits are determined and approved annually by the Hendry County School Board.

EVALUATION

The performance of this job will be evaluated annually by the School Board's Policies for evaluating administrative personnel.

ADDITIONAL CONDITIONS

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Conditions for continued employment if applicable: _____

ACKNOWLEDGEMENT

This job description provides an overview of the position's requirements. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____ Date: _____

Employee Printed Name: _____