



# The School Board of Polk County

<https://www.polk-fl.net>

## Job Description

Position Title: School Safety Guardian  
FLSA Status: Non-Exempt  
Salary Grade, if non-union: SG17.4  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

Position is an armed School Safety Guardian position; however, there shall be **no law enforcement authority, except to the extent necessary to prevent or abate an active assailant incident** (an individual actively engaged in killing or attempting to kill people in a confined and populated area) on Polk County Public School premises. Maintains calm, deters crime, preliminary inquiries into violations of school board policies, on school property or at school-sponsored events. Ensures the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school. Assists the administrative staff with applying policies and procedures for safe and orderly schools at the building level. Reports to the Director, District Safety Specialist.

### Essential Functions of this Job:

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 be in violation of school policies and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff, and the public. Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of preliminary inquiries into violations of school board policies and providing information and/or taking action, etc. for the safety and security of school site. Communicates school policies and procedures, personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violation. Informs personnel, parents and/or visitors of school policies and procedures for the purpose of providing necessary information in compliance with policies and guidelines. Investigates unusual incidents (e.g. unauthorized visitors, violent threats against students, etc.) for the purpose of assisting responding law enforcement personnel, developing information necessary to assist in determining appropriate action, and/or

providing documentation for future reference. Monitors students within a variety of school environments (e.g. rest rooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students. Prepares a variety of documents (e.g. security logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information. Reads and responds to email communications. Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction that ensures efficient provision of campus security. Refers observation and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating 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 conduct appropriate searches when directed to do so. Provides support in school and district emergency situations and participates in all school emergency drills (fire, lockdown, active shooter, hostage etc.). Requires sitting, standing, running, walking, use of stairs, and moving about during the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

**The School Safety Guardian is an armed position requiring appointment as a "guardian" by the Sheriff of Polk County as outlined in the Marjory Stoneman Douglas High School Public Safety Act. Please note, this is not a law enforcement position.**

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of standard security procedures and best practices. Strong oral, written, and interpersonal communications skills. Basic word processing and spreadsheet skills. Ability to acquire knowledge of School Board policies and applicable Polk 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.

Education, Experience and/or Certification/License Requirements:

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 Polk 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 Polk 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
- Must pass a psychological evaluation
- Must complete at least 12 hours of a certified nationally recognized diversity training program
- Must submit to and pass an initial drug test and subsequent random screenings
- **Must successfully pass a comprehensive employment background check, psychological evaluation, and drug screening.**
- A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position.
- **Must be 21 years of age or older.**

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.

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.

Local Code: 10317

EEO5: 44

Approval Date: 2018-04-24

Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*