

Leon County Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Safe School Officer/Guardian **Date Prepared:** 06/2022
FLSA: Exempt **Position Code:**

Typical Decisions and Recommendations to Others:

This position requires the regular exercise of independent discretion and judgement in accordance with state law and defined policy parameters in area of expertise. Work follows specific procedures; however, the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures. This position will have no law enforcement authority, except to the extent necessary to prevent or abate an active assailant incident and unless approved by the Chief of Safety and Security.

Activity Identification

Activity Name

004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, related services, federal agencies, etc. Communicate information internally. Does not include parent liaison.
045	Report Preparation (non-Board)	Prepare required reports. This does not include reports for the Board.
047	Professional Meetings	Attend professional association meetings as required.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.

227	Maintain Certification/Licensure	Maintain current certification such as CPR and First Aid. This includes a Concealed Weapon Permit issued from the appropriate state agency and Florida Law Enforcement certificate or Florida Guardian Certificate
613	Staff Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
752	Support Supervision for Students	Assists in supervising students in non-classroom settings such as lunchroom, playground supervision, and bus arrival, dismissal.
800	Emergency Drills/Situations	Monitor/evaluate/participate in emergency drills at school sites. This includes fire drills and severe weather drills.
801	Emergency Situations	Coordinate necessary personnel in an emergency situation. This includes lockdowns, active shooter, hostage, etc.
999	Assigned Duties	Perform other duties as assigned.

Activity Name

Education/Experience:

>Associate's Degree in a related field from an accredited institution and eight (8) years' experience as a first responder (firefighter, law enforcement, military or paramedic); or
 >High School Diploma or GED and ten (10) years experience as a first responder (firefighter, law enforcement, military or paramedic); and
 >Appropriate Certification/License as required (valid Drivers License, Concealed Weapon Permit, Florida Law Enforcement certificate or Florida Guardian Certificate etc.),
 >Must be twenty-one (21) years of age in the State of Florida.

Board Approved:

August 22, 2022