



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6474  
Pay Grade: D11  
PCSB: 6473 (InTraining)  
Pay Grade: D10

FLSA: Non-Exempt

<b>SCHOOL SECURITY OFFICER</b>
<b>REPORTS TO:</b> Chief of Schools Police
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED. Must possess and maintain a valid state of Florida driver's license.  <b>Note:</b> Employee will be hired at Pay Grade D10 during the required training period. When the required training is satisfactorily completed, the employee will then be placed on Pay Grade D11.
<b>MAJOR FUNCTION</b> The school security officer is responsible for providing security and safety services and protecting the life and well-being of students, staff, and visitors. Under general direction of a supervisor, work is performed with considerable independence. Work involves an element of personal danger and requires the exercise of considerable judgment, and the application of policy and procedures and tact. Work is reviewed through observation, conferences, written reports, inspections, and evaluation of results achieved.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Responsible for the prevention and detection of criminal activity while assigned to a school or task.</li> <li>• Solves problems while working with schools or community organizations.</li> <li>• Assists law enforcement agencies in the prosecution of criminals.</li> <li>• Uses and cares for firearms, communications equipment, and other necessary equipment.</li> <li>• Uses computers to access information and generate clear and comprehensive reports.</li> <li>• Reports to supervisor accordingly.</li> <li>• Cooperates with principals, assistant principals and other appropriate staff members by coordinating, recommending and advising them of proper practices/procedures necessary to secure the safe and peaceful conduct of district business/activities.</li> <li>• Cooperates with and is accessible to local, state and federal law enforcement agencies for participation in their respective training activities.</li> <li>• Cooperates and participates with other members of the criminal justice system to include Office of the State Attorney, Child Protective Investigators, and other state and federal agencies in the interest of public safety.</li> <li>• Remains alert and sensitive to potential disturbances and/or violations of the law through preventive measures of security.</li> <li>• Remains knowledgeable of current processes and procedures pertinent to the school guardian program through continued education, seminars, and training.</li> <li>• Provides security services during various meetings.</li> <li>• Demonstrates qualification with and uses departmental-issued equipment; maintains departmental-issued supplies and equipment, including weapons, ammunition, and other specialized supplies and equipment.</li> <li>• Demonstrates ability and performs defensive tactics.</li> </ul>

**SCHOOL SECURITY OFFICER**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Performs related duties as may be assigned and/or enacted by applicable department general orders and board policy.</li><li>• Schedules may include shift work.</li><li>• Responds, as ordered, to work during emergencies to include working extended duty hours over weekends and holidays, or during periods of severe or inclement weather.</li><li>• Must maintain constant mental alertness, display excellent communication skills and the ability to quickly evaluate critical situations as required.</li><li>• Must be physically and mentally prepared to respond immediately to emergencies.</li><li>• Performs other related work as required.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 05/18 LM; BOARD APPROVED: 5/22/18; CORRECTION TO NON REP POSITION: 08/10/18 LM

## SCHOOL SECURITY OFFICER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, inclement weather, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job: Must be capable of chasing and using force to affect the arrest of suspects. May be exposed to dangerous bodily fluids.		X			

School Security Officer –NR