

# NEW BEGINNINGS HIGH SCHOOL

## POSITION DESCRIPTION

**Title:** School Safety Guardian  
**Reports to:** Pilot Director

### Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer both virtual and brick and mortar options for students.

### Position Summary

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 New Beginnings High School premises. Maintains calm, deters crime, preliminary inquiries into violations of NBHS 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 CEO and Principal with applying policies and procedures for safe and orderly schools at the building level.

### Key Responsibilities

- Supports NBHS by attending community service and outreach activities throughout the year
- Ensures New Beginnings High School is in compliance with all Local, State and Federal rules and regulations
- 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.

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- Recommends policies, procedures and/or actions to the CEO and or Principal 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.
- Conduct home visits to various socio-economic neighborhoods, to investigate customer truancy issues; must follow CDC and NBHS guidelines of social distancing with customers by not (a) entering the customer's home, (b) maintaining 6ft social distancing guidelines, (c) not allowing customers to enter in vehicle
- Assist with cleaning and sanitizing all common areas that are frequently visited by NBHS staff and customers
- Reinforce social distancing by all customers, NBHS staff, and visitors
- Ensure that all visitors and customers are following CDC and NBHS guidelines of wearing a facial covering
- Supports all NBHS staff and customers in both face to face and virtual settings
- Performs other duties as assigned

### Minimum Qualifications 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.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation, valid automobile insurance
- 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

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- 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.

The School Safety Guardian must demonstrate commitment to the mission and vision of New Beginnings High School in all aspects of employee relations through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives

### Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

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**Working Conditions**

**Environment**

Requires working indoors and outdoors in various weather-related conditions. This is a 12 month exempt position that may require travel.

**Physical Requirements**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

**Health and Safety:**

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

*The New Beginnings High School, 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.*

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Direct Supervisor / Principal (print) \_\_\_\_\_

Direct Supervisor / Principal Signature \_\_\_\_\_

Date \_\_\_\_\_