

# BRADFORD COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### SCHOOL SAFETY PARAPROFESSIONAL

- QUALIFICATIONS:**
1. High School Diploma or equivalent. An associate's degree in a related field from an accredited institution is preferred.
  2. Must possess and maintain a valid Driver's License.
  3. Must satisfactorily complete Bradford County School District pre-employment screenings prior to employment.
  4. Satisfactory completion of the American Red Cross Aid and Cardiopulmonary Resuscitation (CPR) course or agreement to earn within six (6) months of employment.
  5. Complete Youth Mental Health First Aid (YMHFA) training and Comprehensive School Threat Assessment Guidelines (CSTAG) training within six (6) months of employment.
  6. Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**REPORTS TO:** Assigned Supervisor or Designee

**SUPERVISES** Assigned Staff

#### POSITION GOALS

The purpose of this position is to provide security and safety services for the school campus and protecting the life and wellbeing of students, staff, and visitors.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to express facts and ideas clearly and concisely, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to display skills in the use of de-escalation and interdiction techniques.

- Requires the ability to constantly scan the environment and consider multiple scenarios before appropriately responding.
- Requires the ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation.
- Requires the ability to obtain pertinent information through observation, interviews, social media, and articulate findings concisely and timely.
- Requires the ability to respond to members of the community or internal peers within the organization.
- Requires the ability to operate a security camera system, small office equipment and computers.

**PERFORMANCE RESPONSIBILITIES:**

1. Serve as a member of a school's security/safety team.
2. Prevention and detection of threatening activities while assigned to a school or task.
3. Conduct perimeter and inner school assessments to ensure the premises are secure.
4. Work collaboratively with the school administrators and appropriate staff to resolve issues related to security and safety.
5. Prepare incident reports.
6. Assist with school safety drills under the direction of the administration.
7. Assist with traffic control during student drop off and pick up as well as the ability to transport students between Bradford High School and North Florida Technical College and maintain a safe driving record.
8. Build relationships with students and stakeholders.
9. Assist administration in performing searches of students and school property.
10. Assist law enforcement agencies and staff in the identification, deterrence, and mitigation, of subjects that affect the security and safety of students, staff, and visitors on the school campus.
11. Partner with school administrators to develop and maintain positive relationships with students and staff, fostering an environment of collaboration and support for the safety of all Bradford County School District campuses.
12. Monitor students within a variety of school environments, e.g., restrooms, grounds, hallways, media center, cafeteria, parking lots, etc., for the purpose of ensuring the safety and welfare of students.
13. Prepare a variety of documents for the purpose of documenting activities, providing written references, and/or conveying information.
14. Utilize technology such as computers and camera systems to operate a security camera system and access information and generate clear and comprehensive reports.

15. Complete safety training, specifically Threat Assessment training and Youth Mental Health First Aid training, and related activities as directed by administration throughout the school year.
16. Cooperate with Principals, Assistant Principals, and other appropriate staff members by coordinating, recommending, and advising them of proper practices and procedures necessary to secure the safe and peaceful conduct of Bradford County School District business and activities.
17. Cooperate with local, state, and federal law enforcement and other designated first responder agencies for participation in their respective training activities.
18. Remain alert and sensitive to potential disturbances and/or violations of the law and School Board Policy through preventive measures of security.
19. Provide support in school and District emergency situations and participate in all school emergency drills, e.g. fire, lockdown, active shooter, hostage, etc.
20. Maintain constant mental alertness and mobility, with the ability to quickly evaluate and respond to critical situations, as required.
21. Display and employ excellent communication skills when interacting with students, staff, and visitors.
22. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of the Bradford County School District.
23. Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities, which include trainings offered on effective interaction with all students including ESE and special needs students.
24. Follow federal and state laws, as well as School Board Policies.
25. Accommodate an adjustable work schedule based on operational activity and needs of the District.
26. Ensure communication with outside agencies is reported to the school administration.
27. Serve as liaison to School Resource Officers.

**EVALUATION:** The performance of this position will be evaluated annually by the designated supervisor in accordance with the Board policy for the evaluation of non-instructional personnel. The job is extremely physically demanding work. Tasks may also involve standing, sitting, or walking for long periods of time. Minimum vision must be corrected to 20/30 and hearing must be normal at a distance of fifteen feet.

**PHYSICAL REQUIREMENTS:** Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as frequently, and/or up to 20 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:** Perform other duties as assigned. Salary to be based on the Board approved compensation plan. The length of work year and hours of employment shall be those established by the District.

**DOE Job Code:** 51109

**Job Supplement Code:** 03 Physical Requirement for performing essential job functions.

Board Approved: 11/22/22