



CITY OF CAPE CORAL
Established Date: Aug 13, 2013
Revision Date: May 20, 2020

Charter School Security Guard

Class Code:
CSSG00001

SALARY RANGE

\$11.89 - \$18.73 Hourly
\$24,731.20 - \$38,958.40 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the School Principal or Charter School Superintendent, involves patrol of designated areas, unarmed, during assigned hours with a goal of maintaining security of property and safety of people.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Patrols assigned area on a regular basis.
- Reports any security deficiencies or potential problems in assigned area to location supervisor.
- Enforces measures to prevent unauthorized individuals from trespassing on or vandalizing school property.
- Completes paperwork and maintains records related to position.
- Attends training classes.
- Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.
- Performs related work as required.
- Performs other duties assigned by School Principal or Superintendent.
- Attends vocational classes, seminars and related training opportunities.
- May be required to operate a motor vehicle in performance of assigned tasks.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required.
- Valid Florida Drivers' License or valid State Drivers' License with the ability to obtain a Florida license within 30 days of hire, may be required depending on area of assignment.
- Such alternatives to the above qualifications as the Superintendent may find appropriate or acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated knowledge of security field.
- Knowledge of English language including grammar, spelling and punctuation.
- Ability to communicate effectively.
- Must be able to stand for long periods of time.
- Must be able to withstand extensive amounts of bending, stretching, twisting and reaching.
- Ability to listen more closely and acutely than normal daily life.

EXERTION TYPE: Light work. Position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The physical requirements of this position.		
Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	100%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	20%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	90%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	80%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	20%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	40%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	40%
Reaching	Extending hand(s) and arm(s) in any direction.	40%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	50%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	20%
Standing	Particularly for sustained periods of time.	80%

Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	20%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	90%
Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.		



Charter School Security Guard

Class Code:
CSSG00001

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Aug 13, 2013
Revision Date: Aug 27, 2013

SALARY RANGE

\$11.89 - \$18.73 Hourly
\$951.20 - \$1,498.40 Biweekly
\$24,731.20 - \$38,958.40 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the School Principal or Charter School Superintendent, involves patrol of designated areas, unarmed, during assigned hours with a goal of maintaining security of property and safety of people.

Individuals assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Patrols assigned area on a regular schedule.

Reports any security deficiencies or potential problems in assigned area to location supervisor.

Enforces measures to prevent unauthorized individuals from trespassing on or vandalizing school property.

Completes paperwork and maintains records related to position.

Attends training classes.

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned by School Principal or Superintendent.

Attends vocational classes, seminars and related training opportunities.

May be required to operate a motor vehicle in performance of assigned tasks.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. A valid Florida Driver's License, or valid State Driver's License with the ability to obtain a Florida License within 30 days of hire, may be required depending on area of assignment.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of security field.

Knowledge of the English language including grammar, spelling and punctuation.

Must be able to communicate effectively.

Must be able to stand for long periods of time.

Must be able to withstand extensive amounts of bending, stretching, twisting and reaching.

Have the ability to listen more closely and acutely than normal daily life.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: exerting up to 20 pounds of force occasionally, and/or, up to 10 pounds of force frequently, as needed to move objects.

Data Conception: Requires ability to read instructions and material safety data sheets.

Interpersonal Communication: Require ability to exchange information with co-workers and customers.

Language Ability: Requires ability to communicate efficiently and effectively in Standard English.

Intelligence: Requires ability to apply common sense understanding to perform semi-repetitive tasks.

Verbal Aptitude: Requires ability to follow oral and written instructions.

Numerical Aptitude: Requires ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes to set up for activities.

Manual Dexterity: Must have eye/hand/foot coordination.

Color Discrimination: Requires ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to receive supervision and instructions. Requires ability to function under stress of deadlines.

Physical Communication: Requires ability to talk and hear.

Environmental Requirements: Tasks are performed with exposure to the following environmental conditions: heat, humidity and wetness.



The School District of Lee County

Job Description

JOB TITLE: Specialist, Safety and Security

FLSA STATUS: Non-exempt
SALARY SCHEDULE: Support
BARGAINING UNIT: SPALC
WORKER'S COMP CATEGORY: 9101 - All Other

PAY GRADE: Market Rate
JOB CODE: 506100
DAYS PER YEAR: 187, 255

MAJOR FUNCTION:

Uphold the safety and security of District facilities and property by monitoring student, employee, and public behavior in a safe and cost-effective manner that supports the goals of the District.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent; Associate's degree preferred.
- Two (2) years of security, law enforcement, or corrections experience.
- One (1) year of experience working in a school, with students, or a youth program preferred.
- Valid Florida driver's license.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read, write, and follow oral and written instructions.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and ability to enforce District policies, procedures, and regulations in accordance with state laws with tact, firmness, and impartiality.
- Knowledge of and experience with industry-standard computer applications.
- Ability to work a rotating and flexible schedule.
- Ability to exercise independent judgment and objective calm behavior in emergency situations.
- Ability to maintain logs and prepare simple reports.
- Ability to physically manage student conduct and conflict and intervene and de-escalate in a crisis situation as necessary.
- Ability to stand for a prolonged period of time.
- Ability to physically manage student violent and non-violent behavior.
- Ability to listen and make astute observations regarding daily life, people, and surroundings.

REPORTS TO: Director, Safety and Security or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Implement campus security, policies, and practices as directed by supervisor.



The School District of Lee County

Job Description

- Monitor student behavior at school locations, including before and after school programs.
- Monitor employee and public behavior for security purposes while at District locations.
- Report any security deficiencies or potential problems to supervisor.
- Maintain, store, and retrieve information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
- Screen and process the public and personnel upon entering or leaving the site.
- Assist in student discipline and monitor attendance according to current behavior management plans and policies.
- Establish and maintain effective working relationships with District personnel, parents, students, and the public; work collaboratively as a team.
- Respect confidential information and the privacy of students, staff, and parents.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Heavy work. Position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This	100%



The School District of Lee County

Job Description

	factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	20%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	90%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	80%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	20%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	40%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	40%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	40%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	50%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	20%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long	90%



The School District of Lee County

Job Description

	distances or moving from one work site to another.	
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TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

JDE NUMBER: S-11.54

BOARD ADOPTION: 7-1-05

REVISIONS: 11-7-18

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.