



Position: Supervisor

Assignment: Guardian Supervisor

Wage/Hour Status: Exempt

Reports to: Assistant Director of Safety & Security

Pay Grade: AP630/208 days

Dept./School: Safety & Security

Date Revised: Spring 2024

Primary Purpose:

Work closely with campus administration officials, district administration and local law enforcement while supervising Campus Guardians to develop an environment in which students and staff feel safe and secure, with a specific focus on protecting the life and well-being of students, staff, and visitors against active threats on school property.

Qualifications:

Minimum Education/Certification:

- High school diploma or equivalent required, associate degree or higher preferred
- Possess and retain a Texas License to Carry during the length of employment
- Able to obtain Texas Department of Public Safety School Safety Certification within 30 days of employment
- Possess a valid Texas Driver license or able to obtain a Texas Driver license within 30 days of employment
- Certification or training in the legal concepts of use of force
- Certification, training, and experience in the handling of firearms preferred
- Must successfully complete a drug and alcohol screening as instructed by the district prior to employment
- Must successfully pass a psychological assessment as instructed by the district prior to employment

Special Knowledge/Skills/Experience:

- Three (3) years of experience in emergency incident response, corrections, armed security, or military service, preferred
- Working knowledge of the laws of use force, Texas Penal Code, and Texas Criminal Procedure
- Excellent oral and written communication skills
- Skilled in conflict mediation and the ability to present a calm, professional demeanor while under stress
- Comfortable interacting with students and staff members of all backgrounds
- Ability to schedule for campus presence
- Ability to mitigate conflict and investigate simple complaints
- This position will require that the guardian will be assigned to a variety of campuses within a geographical zone of the district. Presence at specific campuses will be pre-assigned or but may be changed on short notice as demand occurs.

Major Responsibilities and Duties:

- Supervise and evaluate up to ten (10) campus-based Guardians.
- Schedule, train and maintain equipment for campus-based Guardians.
- Provide a high visibility presence to deter violence on campuses.
- Use the appropriate level of force to stop, disrupt or eliminate physical deadly threats.
- Use and care for firearms, communications equipment, and other issued and necessary equipment.
- Maintain the security of the campus via routine checks of external entrances for compliance with state and District rules.
- Attend regularly scheduled training to maintain proficiency and knowledge of Texas Law (Penal Code, Code of Criminal Procedure, Family Code), current case law and use of force matrices.
- Follow all state and federal laws as well as rules, regulations and policies of Lewisville ISD and follow directives from superiors.
- Follow attendance policy and campus presence as assigned by supervisor.
- Perform other functions that may be assigned by the Administration and/or supervisor.

Mental Demands/Physical Demands/Environmental Factors:

- First 30 days of employment is contingent upon successful completion of Texas Department of Public Safety School Safety Certification
- Prolonged use of computer and repetitive hand motions. Handling of firearms.
- Prolonged sitting and standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting, wearing of body armor and duty belt with holstered firearm and associated equipment
- Frequent walking, occasional running, occasional shooting/firearms manipulation
- Requires travel to schools and sites within the district. District will provide vehicle.
- Occasional light lifting and carrying (up to 50 pounds)
- Work inside primarily, work outside for brief periods
- Maintain emotional control under high stress; may work prolonged or irregular hours

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name