



Job Description

Job Title	Supervisor	Number of Days
Armed Guardian	Superintendent/CEO	Varies – Substitute position with pathway to full-time

General Description:

The Armed Guardian is responsible for providing a safe and secure campus environment through active supervision, safety monitoring, and adherence to school security protocols. Duties include patrolling school grounds, supporting emergency preparedness procedures, maintaining security documentation, and responding appropriately to potential threats. The Armed Guardian collaborates with administration, facilities, and emergency personnel to ensure a safe learning environment for all students, staff, and visitors.

QUALIFICATIONS: Education/Certification

- Texas License to Carry (LTC) (required)
 - School Safety Officer (Guardian) Certification (preferred; training available)
 - CPR/AED and Stop the Bleed certification (required; training available)
 - Military or law enforcement background (required)
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EXPERIENCE:

- Experience in a school or youth-centered environment
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BASIC DUTIES AND RESPONSIBILITIES

1. Serve as the armed presence on campus and maintain visibility throughout the school day.
2. Patrol designated areas, including buildings, grounds, and parking lots, to ensure a safe and secure environment while wearing protective gear.
3. Monitor security camera systems and report any abnormalities or safety concerns.
4. Complete and maintain accurate daily and weekly door-check logs and safety documentation.

5. Support the development, revision, and implementation of the Emergency Operations Plan (EOP).
6. Assist with the preparation, coordination, and execution of monthly and quarterly safety drills.
7. Conduct safety audits and provide detailed reports to administration.
8. Communicate effectively with administrators, staff, and emergency responders regarding safety concerns or incidents.
9. Respond appropriately to emergencies and follow established safety procedures.
10. Maintain confidentiality regarding safety procedures, school operations, and student/staff information.
11. Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
12. Maintain professionalism, composure, and sound judgment during high-stress situations.
13. Report facility or security issues promptly to administration or the facilities department.
14. Continuously monitor school grounds for potential risks and take proactive steps to prevent safety incidents.
15. Perform other duties as assigned that support the safety and security of the school community.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.