

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DIRECTOR OF SAFETY AND SECURITY I

POSITION: Director of Safety and Security I

REPORTS TO: Superintendent of Schools

LOCATION: Central Administration

NATURE OF WORK:

The director shall assist the school system, schools, and departments in implementation of safety and security procedures under the direction of the Superintendent of Schools.

ESSENTIAL FUNCTIONS:

- Directs the development and implementation of Safety and Security Plans and programs for all St. Mary's County Public Schools (SMCPS);
- Directs the development and implementation of both a short and long term, strategic plan and budget focused on the overall enhancement of school safety and security for SMCPS;
- Directs the development, implementation, evaluation, maintenance and revision of the SMCPS School Crisis and Emergency Management Plan;
- Develops and implements background screening procedures for SMCPS employees, contractors, and school volunteers;
- Develops and implements identification badge procedures for SMCPS employees, contractors, and school volunteers for use in all offices, schools, and during school functions;
- Organizes and conducts timely training to inform staff of current trends in school safety, security, youth violence and crime, youth substance abuse, youth gangs, other criminal activities, potential threat elements, and emergency management;
- Assist in the supervision of on scene response and coordinates the central office emergency response team during emergencies;
- Coordinates and collaborates with school resource officers, law enforcement, the Department of Public Safety and other governmental agencies, as appropriate;
- Directs and manages assigned office staff, site-based safety and security assistants, and safety and security team leaders in accomplishing daily functions of the department;
- Ensures and maintains compliance with all federal, state, and local directives for the National Incident Management System and the Incident Command System;
- Provides training and supervision for restraint teams, safety assistants, and safety advocates;
- Cause the arrest of any individual trespassing or violating the law with assistance from a duly authorized law enforcement officer or individually as a special police officer, when properly trained and licensed under Maryland law on all properties owned or leased by the school system; and
- Wear, carry, and use a firearm for self-defense and the protection and defense of others in life threatening situations, when properly trained and licensed under Maryland law, on all properties owned or leased by the school system.

DUTIES AND RESPONSIBILITIES:

- Performs security assessments of SMCPS property and functions;

- Represents the school system in criminal court cases, as necessary;
- Provides support for law enforcement in criminal and administrative investigations on SMCPs property;
- Provides training for school-based staff;
- Analyzes discipline and security trends through incident reports, making recommendations to the Superintendent of Schools based on trends;
- Oversee and, as necessary, take law enforcement action on all properties owned or leased by the school system, when properly trained and licensed under Maryland law;
- Patrol school campuses using the campus security vehicle as assigned;
- Provides direct security assistance and advice to schools, school administrators, and school-based crisis teams;
- Meets with principals and department heads on a regular basis for safety and security issues;
- Performs safety audits of school system sites and recommends safety and security strategies;
- Develops and updates safety and security forms to be used by SMCPs;
- Develops and updates a general safety and security checklist for each school;
- Reviews incident reports, maintains detailed records of reports, and follows up on cases, as appropriate;
- Develops and maintains pertinent Memorandums of Understanding with governmental agencies, as appropriate;
- Provides input on planning, budgeting, designing, updating and maintaining safety and security equipment to include intrusion alarm systems, door locking systems, security cameras, and other safety equipment;
- Keeps abreast of the latest materials and techniques in the areas of assigned responsibilities;
- Stays knowledgeable of any changes in the laws and rulings in pertinent court decisions and assists in policy/procedures revisions based on legal changes;
- Prevent the willful disturbance or intentional prevention of the orderly conduct of activities or administration of the school system;
- Prevent threats of bodily harm to any student, employee, administrator, agent or any other individual (as referenced in the Maryland Annotated Code, Education Article 26-101);
- Demand identification as warranted from an individual who desires to use or enter the premises of a public school facility or adjoining grounds;
- Deny access or request the individual to leave the public school facility or adjoining grounds for acting in a disruptive manner, creating a disturbance, or willfully damaging or defacing any building, furnishings, or any other part of the facility (as defined in the Maryland Annotated Code, Education Article 26-102);
- Represents St. Mary's County Public Schools on boards and committees as directed; and
- Performs other work-related duties as assigned.

QUALIFICATIONS:

Bachelor's degree or equivalent in criminology, law enforcement, emergency management, educational administration or related fields; law enforcement or security training is desirable; First aid and CPR certification; experience and training that would provide the following knowledge, abilities, and skills:

- Knowledge of procedures and practices for ensuring the safety and welfare of others;
- Knowledge of behavior management techniques;
- Demonstrate knowledge of investigative and security procedures;
- General knowledge of intrusion alarm and surveillance systems;
- Ability to assume responsibility and act independently;

- Ability to successfully complete required training and secure licensing as prescribed in Maryland law for a special police officer commission and the wear and carry of firearms on all properties owned or leased by the school system;
- Excellent oral and written communication and human relation skills;
- Ability to work with students, teachers, school leadership staff, governmental and community members;
- Current computer skills; and
- Applicants must have and maintain a valid drivers' license.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA