

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SAFETY AND SECURITY ASSISTANT

POSITION: Safety and Security Assistant

REPORTS TO: Director of Safety and Security

LOCATION: Various Sites

NATURE OF WORK:

This position provides a proactive means of meeting the safety and security of the students, staff and the community within the school. The Safety and Security Assistant provides support and assists the staff and administrative personnel in maintaining a safe and orderly school environment.

ESSENTIAL FUNCTIONS:

- Patrol the school buildings and surrounding campus;
- Monitor visitor sign in/registration and identification;
- Report unusual activities or unauthorized persons on campus to school administrator;
- Monitor school radio communication and respond to emergency situations for assistance;
- Perform security duties during school functions and activities; and
- Complete daily school safety and security check list and other forms as required.

DUTIES AND RESPONSIBILITIES:

- Bus duty, monitoring students arriving and leaving the school;
- Patrol all school grounds including parking lots and sports fields and assist with parking violations;
- Perimeter checks of all doors and windows;
- Follow all security and emergency procedures and assist with all emergency responses;
- Monitor late arriving students and escort them to class as needed;
- Monitor students in in-school intervention centers (ISIC);
- Monitor students during change of classes;
- Monitor students in hallways and check for hall passes;
- Monitor hallways to ensure the safe and orderly conduct of students;
- Retrieve and escort students to and from various locations when necessary;
- Monitor the cafeteria during breakfast and lunch as needed to ensure the safety of students;
- Monitor restrooms and locker rooms to ensure the safety and security of the students;
- Assist with the investigation of incidents impacting safety and security as needed;
- Intervene in physical altercations occurring on campus;
- Assist in the de-escalation and the restraint of students, as needed;
- Write school incident reports according to school guidelines;
- Monitor the movement and the transfer of students attending satellite campuses as needed;
- Assist in the monitoring of after-school detention of students as needed;
- Monitor assemblies and school functions to ensure the safety and security of the event;
- Complete the daily school safety and security check list;
- Patrol school campuses using the campus security vehicle as assigned;
- Monitor the student crime solvers program and assist students with reporting of information;
- Encourage compliance with parking and driving regulations;
- Attend all Safety and Security Assistant meetings and trainings as assigned;
- Report any violations of law to appropriate school personnel; and
- Perform other duties related to the safety and security of the school as assigned.

QUALIFICATIONS:

- Applicants must be a high school graduate;
- Applicants will possess skills necessary to effectively perform in this position specifically the ability to effectively address secondary school disciplinary problems and the ability to relate well with adolescents, teachers, and counselors;
- College, training, other combinations of applicable education and training are preferred, to include a background and experience relating to safety and security and behavior modifications with adolescents;
- Applicants must have the ability to obtain and maintain certification in de-escalation and restraint;
- Applicants must have the ability to obtain and maintain certification in cardiopulmonary resuscitation (CPR) and first aid; and
- Applicants must have and maintain a valid driver's license.

PHYSICAL REQUIREMENTS:

Must be able to perform duties in all types of weather conditions, intervene in altercations, restrain students if necessary, and be able to stand and walk for an undetermined length of time.

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP