

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

SAFETY AND SECURITY TEAM LEADER

POSITION: Safety and Security Team Leader

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 Team Leader coordinates with the site administrator and the Director of Safety and Security to provide oversight and direction to all safety and security assistants assigned at a campus supporting and assisting the staff and administrative personnel in maintaining a safe and orderly school environment.

ESSENTIAL FUNCTIONS:

- Ensure proactive patrolling of school buildings and the surrounding campus;
- Ensure daily monitoring of building access management (BAM) systems (sign in/registration and identification);
- Coordinate reporting of unusual activities or unauthorized persons to a school administrator;
- Ensure daily perimeter checks of all doors and windows are completed;
- Ensure student behavior interventions are completed in accordance with current procedures and guidelines as requested by the site administrator or the Director of Safety and Security;
- Ensure security camera systems and electronic locking systems are functioning properly reporting any malfunctions to the Director of Safety and Security;
- Coordinate safety assistant activities and response to emergency situations for assistance;
- Oversee daily activities of safety assistants ensuring security duties are complete to include monitoring of school hallways and other common areas such as cafeterias and athletic facilities;
- Coordinate monitoring of students in in-school intervention centers (ISIC) as needed;
- Oversee safety and security assistant duties during assemblies and other school functions, and activities;
- Ensure the daily school safety and security check list and other reports are completed as required;
- Coordinate and ensure attendance of safety and security assistants at required team meetings;
- Coordinate and ensure all safety and security assistants assigned to their team participate and successfully complete all required training;
- Coordinate and provide security staffing as needed and directed for the Board of Education and Board of Education meetings and functions; and
- Coordinate and provide security staffing as needed and directed for facility and building usage for after normal operating hour events occurring on campus.

DUTIES AND RESPONSIBILITIES:

The Safety and Security Team Leader is responsible for the coordination and completion of a variety of daily and weekly duties assigned to their team. These duties include but are not limited to:

- Attend staff meetings of the Department of Safety and Security as directed;
- Assist site administrators with student behavior interventions;
- Bus duty, monitoring students arriving and leaving the school;
- Patrol school grounds including parking lots and sports fields and assist with parking violations;

- Ensure the proper maintenance and use of the campus safety vehicle to patrol school grounds;
- Follow all 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) on a limited basis;
- Monitor students during change of classes;
- Monitor hallways to ensure the safe and orderly conduct of students;
- Retrieve and escort students to and from various locations when necessary;
- Monitor students in hallways and check for hall passes;
- Monitor the cafeteria during breakfast and lunch to ensure the safety and security 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 physical restraint of students as necessary;
- Write school incident reports according to school guidelines;
- Monitor the attendance and daily transfer or movement of students;
- 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;
- Work extra duty hours to coordinate and provide security staffing as needed and directed for the Board of Education and Board of Education meetings and functions;
- Work extra duty hours to coordinate and provide security staffing as needed and directed for facility and building usage for after normal operating hour events occurring on campus;
- Ensure the completion of the daily school safety and security check list;
- Attend school crisis team planning meetings;
- Participate in emergency response exercises involving the school;
- Perform other duties as related to the safety and security of the school as assigned by the principal or the Director of Safety and Security;
- Monitor the student crime solvers program and assist students with completing and submitting the informational tip sheets;
- Patrol school campuses using the campus security vehicle as assigned;
- Oversee and encourage a team approach to complete the daily activities of the team as assigned;
- Coordinate daily assignments with individual and groups of safety and security assistants;
- Ensure that directives and work duties of all team members are prioritized and carried out;
- Ensure daily coordination of safety and security concerns with site administrators and school staff;
- Actively participate in site-based meetings to develop action plans addressing safety and security needs, emergency preparedness, response, and evacuation procedures;
- Coordinate team member activities with law enforcement and other emergency response agencies;
- Ensure timely reporting of any violations of law to the appropriate site administrator and the Director of Safety and Security; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Applicants must be a high school graduate;
- Applicants will possess the skills necessary to effectively perform in this position as a team leader;
- Applicants will have the ability to effectively address secondary school disciplinary problems and the ability to relate well with adolescents, teachers, and counselors;
- Applicants with a two year associates degree with an emphasis in security or criminal justice, 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 eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven hour employees – Range 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

POSITION: Safety and Security Team Leader – Central Administration

REPORTS TO: Director of Safety and Security

LOCATION: Central Administration – Safety and Security Office

NATURE OF WORK:

This position provides a proactive means of meeting the safety and security of all students, staff members, and community members in the Central Administration building. The Safety and Security Team Leader coordinates with the Director of Safety and Security to provide assistance with all aspects of the department's responsibilities in maintaining safe and orderly environments at all schools and office sites.

ESSENTIAL FUNCTIONS:

- Provides logistical support for fingerprinting of candidates for employment;
- Provides logistical support for the school volunteer background screenings;
- Provides logistical support for all physical security system components at all sites;
- Coordinates and ensures the overall security of the Central Administration Office;
- Coordinates and provides security staffing as needed and directed for facility and building usage for special events and after normal operating hour events occurring on campus; and
- Provides logistical support for training of school staff.

DUTIES AND RESPONSIBILITIES:

The Safety and Security Team Leader is responsible for the coordination and completion of a variety of daily and weekly duties assigned to the department's Central Administration team. These duties include but are not limited to:

- Fingerprinting of candidates for employment;
- Identification and access control badges for employees;
- School volunteer background screenings;
- Reportable Offense referrals and communications;
- Troubleshooting access control system malfunctions;
- Troubleshooting security camera system malfunctions;
- Troubleshooting building access management system malfunctions;
- Troubleshooting radio and radio communication system malfunctions;
- Assist in maintaining department inventory records;
- Assist in maintaining campus security vehicles and other vehicles as assigned;
- Ensure daily monitoring of the Central Administration visitors and the building access management systems (sign in/registration and identification);
- Coordinate reporting of unusual activities or unauthorized persons to the Director's office;
- Ensure daily Central Administration perimeter checks of all doors and windows are completed;
- Coordinate and assist with response to emergency situations at schools and office sites;
- Ensure Central Administration security camera systems and electronic locking systems are functioning properly, reporting any malfunctions to the Director of Safety and Security;
- Coordinate and assist with response to emergency situations for assistance;
- Ensure Central Administration security and emergency response actions are completed in accordance with current procedures and guidelines;
- Attend building crisis team and emergency planning meetings;
- Coordinate and provide security staffing as needed and directed for the Board of Education, Board of Education meetings and functions;
- Attend weekly staff meetings of the Department of Safety and Security as directed;
- Maintain instructor certification and provide de-escalation and physical restraint training to employees as necessary; and

- Perform other duties as assigned.

QUALIFICATIONS:

- Applicants must be a high school graduate;
- Applicants will possess the skills necessary to effectively perform in this position as a team leader;
- Applicants will have the ability to effectively perform in this position, specifically, the ability to effectively communicate with students, employees, and community members;
- Applicants with a two year associates degree with an emphasis in security or criminal justice, training, other combinations of applicable education and training are preferred, to include a background and experience relating to safety and security;
- Applicants must have the ability to obtain and maintain instructor certification in the use of 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 and be able to stand and walk for an undetermined length of time.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven hour employees – Range 15.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP