

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

SCHOOL SAFETY COORDINATOR – SAFETY AND SECURITY

POSITION: School Safety Coordinator – Safety and Security

REPORTS TO: Director of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

Under the direction of the Director of Safety and Security, this position is responsible for coordinating and supervising various aspects of safety and security throughout St. Mary's County Public Schools (SMCPS). The coordinator will lead, plan, organize, and direct multiple projects concurrently. This position is directly responsible for serving as the primary liaison between SMCPS and the Maryland Center for School Safety (MCSS). The School Safety Coordinator will focus on proactive security enhancements at all schools and office sites and conduct annual safety evaluations to identify and assist the Director with researching and developing solutions for safety concerns. The nature of this work is highly confidential, and the School Safety Coordinator must be able to prepare documentation, maintain and process confidential records, and complete statistical analysis of work performed.

ESSENTIAL FUNCTIONS:

- Serve as the primary liaison between SMCPS and the MCSS;
- Assist with coordinating local law enforcement services to schools;
- Conduct safety evaluations of all school and office sites;
- Identify and assist the Director in reducing physical security concerns;
- Analyze and evaluate any patterns of safety concerns on school property or at school sponsored events;
- Complete statistical analysis and related reports;
- Assist in the development of new programs;
- Develop communication plans, training curriculums, and security presentations for SMCPS and the community;
- Coordinate and write grants for school safety and related operating and capital projects;
- Work with limited supervision;
- Understand and accurately follow both brief and/or complex oral and written instructions;
- Ability to take decisive action to resolve problems in accordance with Board of Education policies, regulations, and established procedures;
- Maintain confidentiality and exercise sound judgment;
- Affect the arrest of any individual trespassing or violating the law with assistance from authorized law enforcement 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 the protection and defense of self and 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:

- Work directly with designated points of contact from the MCSS to ensure SMCPS compliance with all laws and regulations;
- Assist the Director with coordinating local law enforcement services to schools ensuring compliance with requirements for adequate law enforcement presence;

- Assist the Director in the development of new programs focusing on school safety and security and risks prevention measures, to include the annual review of school emergency response plans;
- Conduct physical security and site based risks assessment;
- Conduct safety evaluations of all school and office sites; identifying and, if necessary, assist the director in developing solutions for physical security concerns;
- Provide guidance to all school Health, Safety, and Crisis Teams;
- Assist in school based, personnel, threat assessment, and emergency investigations;
- Assist the Director in supervising and evaluating the work of safety and security assistants and team leaders at various sites;
- Schedule and participate in meetings with community partners;
- Assist in the development of Board agenda materials;
- Maintain a broad understanding of Board of Education policies and procedures for the area of specialty; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Criminology, School Safety and Security, Homeland Security, Emergency Management, or Public Safety required;
- Five years of supervisory experience in criminal justice, homeland security, safety and security, public safety, or emergency management required;
- Evidence of prior or current certification as a law enforcement officer, comparable to the standards of the Maryland Police and Correctional Training Commission required;
- Evidence of current Law Enforcement Officer Safety Act (LEOSA) qualification certification or a State of Maryland permit to carry a concealed handgun as provided by Article 5, Section 303 of the Annotated Code of Maryland is required in order to wear and carry firearms on all properties owned or leased by SMCPSS;
- First aid and CPR certification required;
- Knowledge of computer applications for developing and maintaining files using data base software and Microsoft Office package software;
- Experience in gathering and interpreting data;
- Excellent human relations and communications skills;
- Ability to communicate effectively both orally and in writing;
- Possess and maintain a valid drivers' license;
- Maintain legislatively mandated certification requirements for a School Safety Coordinator established by the MCSS;
- Ability to successfully complete required training and secure licensing as defined in Maryland law for a special police commission within three months of employment; and
- Experience in conducting formal safety and security threat and risk assessment of facilities preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA