

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

Project Coordinator I – Assessment and Accountability

POSITION: Project Coordinator I – Assessment and Accountability

REPORTS TO: Assessment and Accountability Officer

LOCATION: Department of Assessment and Accountability

NATURE OF WORK:

This is a highly skilled technical position that emphasizes leadership, planning, organization and the ability to coordinate multiple projects concurrently. This position performs duties related to the daily operation and management of various projects managed by the Department of Assessment and Accountability (DAA) such as test construction, learning management systems, maintenance of various databases and analysis of data regarding student records. The work is performed under the general direction of the Assessment and Accountability Officer (AAO).

ESSENTIAL FUNCTIONS:

- Oversees all test construction and item upload to the UNIFY platform and works to build capacity for all schools by providing professional development to multiple stakeholders.
- Provides technical support and troubleshooting of the Moodle learning management system and Unify/Performance Matters.
- Coordinates with the Offices of Assessment and Accountability Officer and the Deputy Superintendent to identify at-risk 9th graders based on longitudinal student performance and culture and climate data.
- Works with the AAO to provide staff with specific leading and lagging data reports from the UNIFY platform.
- Provides technical support to Programmer Analysts in DAA with regards to various data submissions and reports that are required by the Maryland State Department of Education (MSDE).
- Represents the DAA as the point of contact for online instructors and provides leadership, technical project coordination, consultative services and liaison with work teams, key stakeholders and subject matter experts to develop course specifications and build capacity for online instructors throughout the school system.
- Liaisons with the Programmer Analysts in DAA and teachers to resolve help-desk tickets pertaining to UNIFY and Teacher Access Center submissions.
- Liaisons with ITS, DCI, and the Office of the Deputy Superintendent to support the crosswalk of varied other software applications.

DUTIES AND RESPONSIBILITIES:

- Diagnoses problems and provides technical support to system users;
- Collaborates with the department to create and provide professional development regarding department initiatives;
- Works with the Programmer Analysts in DAA to provide technical and training support for the new Standards Based Grading initiative across elementary schools.
- Collaborates with Supervisors in DCI for the following:

- Supports the varied instructional and digital resources and manages the roster integration of resources that are embedded in K-12 curricula;
- Generates specific student placement/scheduling matrices for coursework based on criteria set forth by content Supervisors, including Academy placements;
- Provides UNIFY training to Instructional Resource Teachers (IRT) and new teachers to the system with the Supervisor of Professional Development;
- Supports specific testing instruments such as the Kindergarten Readiness Assessment (KRA); enView; DIBELS; GATES; Naglieri Nonverbal Ability Test (NNAT) and MYIGIDS with DCI and the Office of Supplemental Programs.
- Collaborates with the Department of Informational Technology (ITS) for the following:
 - Google Classroom learning management system; and
 - Development of technology infrastructure changes and their impact on county curricular resources (e.g., single-sign on, login network changes).
- Works with the Department of Curriculum and Instruction (DCI), the AAO, and the Supervisor of Assessments to provide a review of all local assessments uploaded to the data repository via statistical analyses through established assessment literacy norms and reports embedded in the UNIFY platform.
- Contributes and assists in delivery of effective and sustainable training courseware and curriculum for all online coursework.
- Supports the UNIFY Google Site for employees and builds various professional development resources for staff to access.
- Other duties as assigned.

QUALIFICATIONS:

Required:

- Bachelor's Degree;
- Current and valid professional State-issued teaching certificate preferred;
- Minimum of three years of teaching experience;
- Minimum of two years of experience in creating coursework in the Moodle Platform and maintenance of Unify Performance Matters system;
- Minimum of two years of experience in delivering countywide professional development in educational technology;
- Demonstrated ability to troubleshoot and take decisive action to resolve issues;
- Excellent human relations and communications skills; and
- Strong written and verbal communication skills.

Desirable:

- Knowledge and experience in computer applications for developing and maintaining files using Microsoft Access, Word, Excel software;
- Knowledge and experience in creating and maintaining Google Suite tools;
- Excellent time management skills and ability to take initiatives and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours; and
- Knowledge of school board and state policies, rules and regulations, and goals and objectives pertaining to student registrations, grading, transcripts, and discipline;
- A results-oriented, self-starter with a passion for his/her work, a strong desire to continually learn, and a positive upbeat personality who strives to effectively work well with others with a positive professional work ethic.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

PROJECT COORDINATOR I – FACILITIES SPECIALIST

POSITION: Project Coordinator I - Facilities Specialist

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Facilities Specialist shall provide administration of projects for various facilities for which St. Mary's County Public Schools is responsible. This includes work planning; knowledge of design process, facilities, and equipment; and contract management.

ESSENTIAL FUNCTIONS:

- Performs institutional/commercial construction cost estimating for projects with a construction value of several million dollars;
- Manages and inspects institutional/commercial projects throughout the design, procurement and renovation/alteration, repair or replacement process;
- Reviews and writes renovation/alteration, repair or replacement process scopes of work ; and
- Demonstrated knowledge of institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) and possess the ability to develop solutions to meet requirements.

DUTIES AND RESPONSIBILITIES:

- Assists in the planning, coordination, and inspection of school facilities to provide quality results to renovation/alteration, repair or replacement projects;
- Assists in the development of cost reduction studies, specification analysis and cost estimates for the renovation/alteration, repair, replacement and maintenance of St. Mary's County Public Schools facilities, systems, and equipment;
- Analyzes and maintains project expenditures. Assists in the preparation of contracts for purchase and delivery of goods and services;
- Prepares reports for all levels of management within and outside of the organization. Makes presentations to groups relative to facilities planning needs/goals, facilities project status, and program overviews;
- Composes and prepares correspondence for review and signature by the Director of Maintenance, the Assistant Superintendent, or the Superintendent of Schools;
- Assures that renovation/alteration, repair or replacement is completed in accordance with plans, specifications, and scope of work;
- Makes on-site visits to sites for purposes of evaluation and assessment of renovation/alteration, repair or replacement projects and general facilities conditions;
- Assists in the establishment, review, and feedback process on various procedures within the department;
- Makes recommendations for the purchase of equipment and services as appropriate;
- Ensure that training programs for assigned area are up-to-date and consistent with all applicable procedures, policies, standards and guidelines;
- Reviews and recommends maintenance, project or work requests; suggest and implement solutions and alternatives as appropriate;

- Review, adjust, schedule and control work sequences, consult with customers on work sequences, material delivery and other pertinent information;
- Reviews and recommends resource allocations and provide direction on prioritization strategies and departmental impact;
- Explore, identify and participate in initiatives, processes and procedures to improve operational efficiencies while assuring quality; ensure implementation of appropriate improvement initiatives and continually solicit recommendations for consideration;
- Review and evaluate suggested changes to new and existing continuous quality improvement practices; approve and implement as appropriate;
- Inspects school facilities to identify preventive maintenance, systematic and programmatic improvements;
- Works to help coordinate and communicate contracted and internal work schedules; and
- Performs any duties and other responsibilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

An associate's degree in construction management, architecture, mechanical, electrical, or civil engineering, or a related field and two (2) years experience in institutional/commercial facility planning, design, and facilities maintenance is preferred. A minimum high school diploma or equivalent is required plus any combination of experience and training that would provide the following knowledge, abilities, and skills: Thorough knowledge of principles, practices, and methods of institutional/commercial facilities maintenance planning and management and knowledge of basic institutional/commercial maintenance and operational principles and practices. Possess and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

PROJECT COORDINATOR I – Information Technology II

POSITION TITLE: Project Coordinator I

REPORTS TO: Director of Information Technology

LOCATION: Department of Information Technology

NATURE OF WORK:

This is a highly skilled technical position that emphasizes leadership, planning, organization and the ability to direct multiple projects concurrently. At this skilled level, Project Coordinator I shall provide administration of Information Technology (IT) programs for various facilities for which the St. Mary's County Public Schools (SMCPS) is responsible. This includes project planning; knowledge of technology systems; IT needs of SMCPS and its staff; and vendor management. The work is performed under the general direction of the Director of Information Technology and/or Coordinator of Information Technology II.

ESSENTIAL FUNCTIONS:

- Diagnoses problems involving the use of computers, printers, public address systems, communication systems, audio-visual equipment, and network equipment.
- Apply application updates to servers and related components as updates become available.
- Regularly review work requests for progress and completion. Follow-up with work request submitters to improve customer service.
- Ability to effectively communicate both orally and in writing.
- Ability to troubleshoot software related problems.
- Excellent interpersonal skills.
- Excellent leadership skills.

DUTIES AND RESPONSIBILITIES:

- Deploy, manage, and maintain all LAN/WAN network devices to ensure optimal data connection.
- Create and publish update reports for staff use.
- Develop and maintain documentation on the function of network technology in the school system.
- Attend meetings regarding network technology specifications.
- Identify potential areas of concern in the network and minimize impact of problems.
- Provides coordination and inspection of new installations of technology systems to ensure functionality within parameters established by SMCPS.
- Documents technical processes and organizational guidelines for the Department of Information Technology.
- Assumes responsibility for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing SMCPS technology infrastructure and equipment.
- Works with vendors to determine system selections based on price, technical functionality, and support.
- Meets and prepares reports for all levels of management within and outside the organization.
- Makes presentations to educational advisory groups relative to technology planning, needs/goals of technology, project status, and program overviews.

- Performs other duties as assigned.

QUALIFICATIONS:

- Associate's degree or equivalent (equivalent is a minimum of 60 semester hour credits earned at an accredited college or university).
- Has worked independently in a technology field for at least 5 years.
- Demonstrated in-depth knowledge of computer networks, communication systems, systems administration, systems design, infrastructure cabling, fiber optic cabling, and network troubleshooting;
- Excellent human relations and communications skills; ▪ In addition, must possess three (3) of the following:
 - Bachelor's Degree or higher in related field (This is worth 2)
 - Current Microsoft Certified Professional (MCP) certification
 - Current Windows Enterprise Desktop Support Technician Certification
 - Current Microsoft Certified Solutions Associate (MCSA) Certification
 - Current Cisco Certification (CCNA, CCNP, CCDA, CCENT, CCDP, CCIE, and CCAr)
 - Current Apple Certified Mac Technician
 - Current CompTIA A+
 - Current CompTIA Network+
 - Current CompTIA Security+
 - Current VMWare Certification
 - Current Aruba Certification
 - Current Brocade Certification (Associate, Professional, Expert, Master, and Brocade Distinguished Master)
- Possess a valid Maryland driver's license at the time of employment with a clean and clear driving record. Employee may be required to use a personal vehicle, with mileage reimbursed at the county rate when required to travel between locations during the same day.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelvemonth employees – Range 29.

BARGAINING UNIT: EASMC-ESP

ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

PROJECT COORDINATOR I – Safety and Security (Investigations and Physical Security)

POSITION: Project Coordinator I – Safety and Security (Investigations & Physical Security)

REPORTS TO: Director of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

The Project Coordinator for investigations and physical security infrastructure coordinates daily with the Director of Safety and Security and the School Safety Coordinator to provide technical, logistical, and analytical support for all aspects of the department's responsibilities in maintaining safe and orderly environments at all schools and office sites. This is a highly skilled position providing support for the planning, implementation, daily operation, and maintenance of security system infrastructure, and the planning, response, and investigation of incidents and emergency events occurring at all school and office sites.

ESSENTIAL FUNCTIONS:

- Provide technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites;
- Project coordination of new installations and maintenance of physical security systems infrastructure, supporting hardware, and software;
- Coordinates and collates systemic data to support effective analysis, implementation, and support of security measures and investigations;
- Provides technical support for the maintenance and operation of security camera systems, access control systems, building management systems (BAM); electronic door monitoring and alarm systems, radio systems, and campus communication systems;
- Coordinates logistical support for school related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations; and
- Coordinates logistical support during school emergency response events
- **PHYSICAL REQUIREMENTS:**
 - Must be able to perform duties in all types of weather conditions and be able to sit, stand, reach, and walk for an undetermined length of time. Must be able to intervene in physical altercations occurring on campus and assist in the de-escalation and the restraint of students, as needed.
- **CERTIFICATION/LICENSE REQUIREMENTS:**
 - Must be able to obtain and maintain certification in de-escalation and restraint;
 - Must be able to obtain and maintain certification in cardiopulmonary resuscitation (CPR) and first aid; and
 - Must have and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland.

DUTIES AND RESPONSIBILITIES:

- Coordinates and ensures completion of new installations of security systems infrastructure verifying functionality within established parameters;
- Documents technical processes and organizational guidelines for the Department;
- Responsible for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing security system infrastructure and equipment;

- Works with vendors to determine system selections based on price, technical functionality; and support;
- Coordinates the installation, maintenance, and repair of all identified security systems;
- Coordinates installation, maintenance, and repair of security system hardware and software;
- Creates data reports and analytical evaluations pertaining to the operation of systems;
- Assist and support the department in completing school related investigations including student conduct and discipline, criminal activities, and confidential investigations;
- Assist and support the department in responding to school emergency events;
- Coordinates the collection of security camera video footage in a timely manner to support response to school and law enforcement investigations;
- Coordinates response to subpoenas, summons, and other legal requests related to obtaining records in support of investigations;
- Coordinates the maintenance of an electronic centralized reporting system for schools to report fire, emergency medical service, and police activities occurring at all sites;
- Coordinates the maintenance of a systemic emergency response reporting website, gathering relevant school emergency preparedness data and required school drill reporting data;
- Coordinates elevated parent concerns with the Office of the Deputy Superintendent;
- Coordinates emergency radios, radio tests and work with local county government officials for testing compliance;
- Coordinates and approve access for authorized administrators requiring access to security camera software;
- Coordinates workflow for requests for security system maintenance and repair from all SMCPs sites via the established helpdesk;
- Assist with coordinating public information and media communication efforts with law enforcement and other allied response agencies;
- Report as needed after-hours for unexpected emergency events and investigations assisting with coordination with law enforcement, allied response agencies, and senior school system administration;
- Maintain confidential employee records using established digital management filing systems;
- Meets with and prepares reports for all levels of management;
- Makes presentations to stakeholder groups relative to all aspects of school safety and security
- Attend all professional development training and other meetings as assigned; and
- Performs any duties and other responsibilities as assigned.

QUALIFICATIONS:

- Associates Degree or a minimum of 60 credit hours documented in transcript in Criminal Justice or related field required;
- Five years or more experience in criminal justice or related security field 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;
- Strong organizational skills that reflect the ability to perform and prioritize multiple task seamlessly with excellent attention to detail;
- Demonstrated experience working in computer networks, and related troubleshooting;
- Experience in gathering data and interpreting data;
- Excellent human relations and communications skills; and
- Ability to communicate effectively both orally and in writing.
- Applicants with current security industry-recognized certifications are preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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

PROJECT COORDINATOR I – SAFETY AND SECURITY
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POSITION: Project Coordinator I – Safety and Security

REPORTS TO: Director of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

This is a highly skilled technical position that emphasizes leadership, planning, organization and the ability to coordinate multiple projects concurrently. This position is responsible for assisting the Director of Safety and Security with the implementation and operation of various programs directly related to creating a safe school environment. The primary responsibility will focus on employment background screenings. Additional responsibilities will be assigned as needed, focusing on proactive security enhancements at all school and office sites. The nature of this work is highly confidential and the project coordinator must be able to prepare documentation, maintain and process confidential records, and complete statistical analysis of work performed.

ESSENTIAL FUNCTIONS:

- Collect and submit both electronic and inked fingerprints;
- Prepare documentation, maintain, and reconcile confidential criminal history records;
- Complete statistical analysis and related reports;
- 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;
- Assist in the development of new programs; and
- Develop communication plans and support school and community-based trainings and presentations.

DUTIES AND RESPONSIBILITIES:

- Collect and submit both electronic and inked fingerprints of prospective employees/volunteers;
- Compile data from various sources as required to accomplish criminal history background screenings for all candidates for employment and school volunteers as assigned;
- Performs data entry and maintains all criminal history background data, ensuring compliance with the Maryland Criminal Justice Systems (CJIS) criminal history data base;
- Processes and issues identification/access control badges for new and current employees in accordance with departmental procedures;
- Collect cash, issue receipts, and process other forms of payment for criminal history background screening and identification/access control badges;
- Process and prepare payment transmittals and monthly invoicing directly related to criminal history background screening for approval by the Director;
- Maintain confidential records pertaining to employment background screening;
- Schedule and participate in meetings with collaborating community partners;
- Assist in the development of Board of Education agenda materials;

- Maintain a broad understanding of Board of Education policies and procedures for the area of specialty in order to effectively plan, organize, and perform duties;
- Compose and prepare correspondence for signature by the Director;
- Maintain confidentiality and exercise sound judgment;
- Assist the Director in coordinating the work and activities of safety and security assistants at various school sites;
- Assist the Director in the development of new programs focusing on school safety and security and risks prevention measures; and
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma required; Associates Degree in Criminal Justice or related field preferred;
- Five years of experience in criminal justice or related security fields;
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- 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; 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 the EASMC-ESP salary schedule for twelve-month employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP