

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

SCHOOL SAFETY COORDINATOR

POSITION: School Safety Coordinator

REPORTS TO: Director of Safety and Security

LOCATION: Central Administration – Safety and Security Office

NATURE OF WORK:

This is a highly skilled technical position that emphasizes leadership, planning, organization and the ability to direct multiple projects concurrently. This position is directly responsible for serving as the primary liaison between St. Mary's County Public Schools (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 of each school to identify and assist the Director of Safety and Security with researching and developing solutions for physical 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 evaluations of all school and office sites; identifying and, if necessary, assist the director in developing solutions for physical security concerns
- Complete analysis to identify and evaluate any patterns of safety concerns on school property or at school sponsored events
- Complete statistical analysis and related reports;
- Assists in the development of new programs; and
- Develop communication plans, employee training curriculums, and support school and community-based trainings and presentations
- Assist with coordinating and writing grants for school safety and related operating and capital projects
- Affect 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;
- 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; and
- Direct responsibility for twenty-four (24) hour monitoring and response to all incoming Safe Schools Tips and Handle with Care Reports received during assigned weeks to include after-hours and weekend on calls. Ensuring completion of initial assessment for level of risks or threat and immediate coordination with school administrators and law enforcement authorities as needed.

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 coverage
- Conduct physical security and site based risks assessments
- Conduct evaluations of all school and office sites; identifying and, if necessary, assist the director in developing solutions for physical security concerns
- Assists the director, as assigned, in the development of new programs focusing on school safety and security and risks prevention measures;
- Complete analysis to identify and evaluate any patterns of safety concerns on school property or at school sponsored events
- Provide guidance to all School Health, Safety and Crisis Teams
- Assists the director , as assigned, in coordinating the work and activities of safety and security assistants and team leaders at various school sites
- Complete statistical analysis and related reports
- Assists in the development and submission of grants
- Assists in the development of new programs; and
- Develop communication plans, employee training curriculums, and support school and community-based trainings and presentations
- Schedule and participate in meetings with collaborating community partners;
- Assists in the development of Board agenda materials;
- Ability to 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 School Board regulations and established procedures;
- Maintain a broad understanding of school system policies and procedures for the area of specialty;
- Composes and prepares correspondence for signature by the Director of Safety and Security;
- Maintain confidentiality and exercise sound judgment;
- Uses independent judgment and initiative in the planning, organization and performance of duties;
- Performs these duties and any other duties as assigned by the Director of Safety and Security

QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice or related field;
- Ten years or more experience in criminal justice, related security fields, emergency management; or any combination of experience, college credits, and training that would provide the required knowledge, abilities and skills;
- Maintained legislatively mandated certification requirements for a School Safety Coordinator established by the MCSS;
- 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;
- Strong organizational skills that reflect the ability to perform and prioritize multiple task seamlessly with excellent attention to detail;
- First aid and CPR certification;
- Knowledge of computer applications for developing and maintaining files using Data Base programs, word programs, including presentation software;
- Experience in gathering data and interpreting data;
- Excellent human relations and communications skills;
- Ability to communicate effectively both orally and in writing;
- 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 SMASA salary schedule for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA