

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

DIRECTOR OF SAFETY AND SECURITY

POSITION: Director of Safety and Security

REPORTS TO: Superintendent of Schools

LOCATION: Central Administration

NATURE OF WORK:

The director shall assist the school system, schools, and departments in implementation of safety and security procedures under the direction of the Superintendent of Schools.

ESSENTIAL FUNCTIONS:

- Directs and oversees the development and implementation of Safety and Security Plans and programs for all St. Mary's County Public Schools (SMCPS);
- Directs and oversees the development and implementation of both short and long term, strategic plans and fiscal budget focused on the overall enhancement of school safety and security for SMCPS;
- Directs and oversees the development, implementation, evaluation, maintenance and revision of the SMCPS School Crisis and Emergency Management Plan;
- Directs and oversees the development and implementation of criminal history background screening procedures for SMCPS employees, contractors, and school volunteers;
- Directs and oversees the development and implementation of identification badge and access control card procedures for SMCPS employees, contractors, and school volunteers for use in all offices, schools, and during school functions;
- Directs and oversees the development and implementation of timely training to inform staff of current trends in school safety, security, youth violence and crime, youth substance abuse, youth gangs, other criminal activities, potential threat elements, and emergency management;
- Directs, oversees, and supervises on school emergency scene response and coordinates the central office emergency response team during emergencies;
- Coordinates and collaborates with school resource officers, law enforcement, the Department of Public Safety and other governmental agencies, as appropriate;
- Directs and manages assigned office staff, site-based safety and security assistants, and safety and security team leaders in accomplishing daily functions of the department;
- Ensures and maintains compliance with all federal, state, and local directives for the National Incident Management System and the Incident Command System;
- Directs and oversees the development and implementation of training and supervision for school-based de-escalation and restraint teams;
- 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:

- Directs and oversees security and risk assessments of SMCPs property and functions;
- Represents the school system in criminal court cases, as necessary;
- Directs and oversees support for law enforcement in criminal and administrative investigations on SMCPs property;
- Directs and oversees the development and implementation of analysis of school discipline and security trends through incident reports, making recommendations to the Superintendent of Schools based on trends;
- Directs and oversees and, as necessary, take law enforcement action on all properties owned or leased by the school system, when properly trained and licensed under Maryland Law;
- Directs and oversees security patrolling of school campuses;
- Provides direct security assistance and advice to schools, school administrators, and school-based crisis teams;
- Meets with principals and department heads on a regular basis for safety and security issues;
- Directs, oversees, and provides training for school-based staff;
- Develops and updates safety and security forms to be used by SMCPs;
- Develops and updates a general safety and security checklist for each school;
- Reviews incident reports, maintains detailed records of reports, and follows up on cases, as appropriate;
- Develops and maintains pertinent Memorandums of Understanding with governmental agencies, as appropriate;
- Provides input on planning, budgeting, designing, updating and maintaining safety and security equipment to include intrusion alarm systems, door locking systems, security cameras, and other safety equipment;
- Keeps abreast of the latest materials and techniques in the areas of assigned responsibilities;
- Stays knowledgeable of any changes in the laws and rulings in pertinent court decisions and assists in policy/procedures revisions based on legal changes;
- Prevent the willful disturbance or intentional prevention of the orderly conduct of activities or administration of the school system;
- Prevent threats of bodily harm to any student, employee, administrator, agent or any other individual (as referenced in the Maryland Annotated Code, Education Article 26-101);
- Demand identification as warranted from an individual who desires to use or enter the premises of a public school facility or adjoining grounds;
- Deny access or request the individual to leave the public school facility or adjoining grounds for acting in a disruptive manner, creating a disturbance, or willfully damaging or defacing any building, furnishings, or any other part of the facility (as defined in the Maryland Annotated Code, Education Article 26-102);
- Represents St. Mary's County Public Schools on boards and committees as directed; and
- Performs other work-related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree and evidence of advanced degree studies or successful completion of a nationally recognized law enforcement executive leadership school or comparable program to

include the Federal Bureau of Investigation National Academy or the Northwestern University Center for Public Safety or equivalent in criminal justice or a related field;

- Fifteen 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 School Safety Directors and Coordinators 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;
- 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;
- First aid and CPR certification;
- Experience and training that would provide the following knowledge, abilities, and skills:
 - Knowledge of procedures and practices for ensuring the safety and welfare of others;
 - Knowledge of behavior management techniques;
 - Demonstrated knowledge of investigative and security procedures;
 - General knowledge of physical security systems;
- Ability to assume responsibility and act independently;
- Ability to work with students, teachers, school leadership staff, governmental and community members;
- 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 SMASA salary schedule for eleven and twelve-month employees – Range F.

BARGAINING UNIT ELIGIBILITY: Confidential – Exempt.

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