

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

SAFETY AND SECURITY ASSISTANT

POSITION: Safety and Security Assistant

REPORTS TO: Supervisor 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 Assistant provides support and assists the staff and administrative personnel in maintaining a safe and orderly school environment.

ESSENTIAL FUNCTIONS:

- Patrol the school buildings and surrounding campus;
- Intervene in student altercations occurring on school grounds in accordance with Maryland Education Article 7-307 and all policies and regulations pertaining to the use of force and restraint for students;
- Ensure the daily operation of the school security vestibule to include technological systems to support the visitor management system, security camera surveillance system and access control systems;
- Screen and scan students and visitors to prevent the introduction of illicit contraband and/or weapons on campus;
- Report unusual activities or unauthorized persons on campus to school administrator;
- Monitor school radio communication and respond to emergency situations for assistance;
- Perform security duties during school functions and activities; and
- Complete daily school safety and security checklist and other forms as required.

PHYSICAL ESSENTIAL 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.

DUTIES AND RESPONSIBILITIES:

- Bus duty, monitoring students arriving and leaving the school;
- Patrol all school grounds including parking lots and sports fields and assist with parking and/or driving violations occurring on school grounds (may require utilization of a campus security vehicle);
- Perimeter checks of all doors and windows;
- Follow all security and emergency procedures and assist with all emergency responses;
- Monitor late arriving students and escort them to class as needed;
- Monitor students during change of classes;
- Monitor students in hallways and check for hall passes;
- Monitor hallways to ensure the safe and orderly conduct of students;
- Retrieve and escort students to and from various locations when necessary;
- Monitor the cafeteria during breakfast and lunch as needed to ensure the safety 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 the restraint of students, as needed;
- Write school incident reports according to school guidelines;
- Monitor the movement and the transfer of students attending satellite campuses as needed;
- Assist in the monitoring of the in-school intervention center for students as needed;
- Provide security support for school athletic events, assemblies, and other school functions
- Monitor the student crime solvers program and assist students with reporting of information;
- Attend all Safety and Security Assistant meetings and trainings as assigned;
- Demonstrate skills necessary to effectively perform in this position specifically the ability to effectively address school disciplinary problems and the ability to relate well with adolescents, teachers, and counselors;
- Demonstrate the skills necessary with appropriate training to effectively use technologically based security platforms on a daily basis;
- Report any violations of law to appropriate school personnel; and
- Perform other duties related to the safety and security of the school as assigned.

QUALIFICATIONS:

- Applicants must be a high school graduate;
- Advanced training and/or college coursework relating to safety and security and behavior modifications with adolescents is preferred;
- Possess and maintain a valid Maryland driver's license in good standing; and
- Obtain and maintain the following required annual certifications and/or required annual trainings provided during the duty day in order to maintain the position of Safety and Security Assistant:
 - Maryland Model School Security Employee Training Program in accordance with the Maryland Education Article 7-1508 (Maryland Safe to Learn Act of 2018 - 70 hours);
 - Certification in de-escalation and restraint (Crisis Prevention Institute Nonviolent Crisis Intervention Training - 8 hours);
 - Certification in cardiopulmonary resuscitation (CPR) and first aid training (2 hours);
 - Mental health first aid for adolescence (2 hours)
 - Response to emergency school events, specifically the Federal Emergency Management Agency - Introduction to Incident Command Systems - IS-100.C (2 Hours)

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for ten-month seven-hour employees – Range 7

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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