

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

**SUPERVISOR SAFETY AND SECURITY SECONDARY – PHYSICAL SECURITY
INFRASTRUCTURE AND INVESTIGATIONS**

POSITION: Supervisor Safety and Security Secondary Schools - Physical Security Infrastructure and Investigations

REPORTS TO: Director of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

The Safety and Security Supervisor for secondary schools has direct responsibility for supervision and oversight of all safety and security team leads and assistants assigned to secondary schools. This will include ensuring daily staffing of all school sites and compliance with all established security protocols for schools and investigations. Additionally, the supervisor for secondary schools will assist the Director of Safety and Security with the oversight of physical security infrastructure projects. 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 occurring at all school and office sites.

ESSENTIAL FUNCTIONS:

- Ability to lead, direct, and manage safety and security personnel assigned to secondary schools
- Direct responsibility for assisting school administrative teams in addressing incidents impacting the safety and security of schools;
- Ensure and oversee 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;
- Ensure, oversee, and supervise school emergency scene response and coordinate the central office emergency response team during emergencies;
- Coordinate and collaborate with school resource officers, law enforcement, the Department of Public Safety and other governmental agencies, as appropriate;
- Ensure and manage assigned office staff, site-based safety and security assistants, and safety and security team leaders in accomplishing daily functions of the department;
- Ensure and maintain compliance with all federal, state, and local directives for the National Incident Management System and the Incident Command System;
- 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;
- 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;

- 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;
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; 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 to include initial assessment for level of risks or threat and immediate coordination with school administrators and law enforcement authorities as needed.

DUTIES AND RESPONSIBILITIES:

- Supervise and evaluate all safety and security personnel assigned to secondary schools;
- Coordinate investigations impacting school safety and security with law enforcement and school administrators;
- Coordinate and ensure completion of new installations of security systems infrastructure verifying functionality within established parameters;
- Document 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;
- Work with vendors to determine system selections based on price, technical functionality; and support;
- Assist with coordinating and writing grants for school safety and related operating and capital projects;
- Coordinate the installation, maintenance, and repair of all identified security systems;
- Coordinate installation, maintenance, and repair of security system hardware and software;
- Create 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;
- Coordinate the collection of security camera video footage in a timely manner to support response to school and law enforcement investigations;
- Coordinate responses to subpoenas, summons, and other legal requests related to obtaining records in support of investigations;
- Coordinate the maintenance of an electronic centralized reporting system for schools to report fire, emergency medical service, and police activities occurring at all sites;
- Coordinate the maintenance of a systemic emergency response reporting website, gathering relevant school emergency preparedness data and required school drill reporting data;
- Coordinate elevated parent concerns with the Office of the Deputy Superintendent;
- Coordinate emergency radios, radio tests and work with local county government officials for testing compliance;
- Coordinate and approve access for authorized administrators requiring access to security camera software;
- Provide technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites;

- Coordinate projects, installation, and maintenance of physical security systems infrastructure, supporting hardware, software;
- Coordinate and collate systemic data to support effective analysis, implementation, and support of security measures and investigations;
- Coordinate 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;
- Coordinate logistical support for school related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations;
- Coordinate logistical support during school emergency response events; and
- Coordinate 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; and
- Performs these duties and any other duties as assigned by the Director of Safety and Security.

QUALIFICATIONS:

- Bachelor's degree required;
- Ten (10) years or more experience in criminal justice or related security field required;
- Ability to obtain mandated certification requirements for school safety directors and coordinators established in Maryland Law Education Article 7-1508;
- Ability to secure licensing as described in Maryland Law as a Special Police Officer commission and wear and carry firearms on all properties owned and leased by the school system;
- First Aid and CPR certification required;
- Meet the following Board of Education requirements in order to operate a Board of Education – Owned Vehicle (Board of Education Policy EEBA):
 - The applicant must have no more than four current points. (Out-of-state points will be converted to equivalent points under Maryland Law.)
 - The applicant must not have been convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle.

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 seven-hour employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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