

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

SAFETY AND SECURITY TEAM LEADER – CENTRAL ADMINISTRATION

POSITION: Safety and Security Team Leader Central Administration

REPORTS TO: Director of Safety and Security

LOCATION: Safety and Security Office

NATURE OF WORK:

This position provides a proactive means of meeting the safety and security of all students, staff members, and community members in the Central Administration building. The Safety and Security Team Leader coordinates with the Director of Safety and Security to provide assistance with all aspects of the department's responsibilities in maintaining safe and orderly environments at all schools and office sites.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to perform duties in all types of weather conditions
- Ability to be able to stand and walk for an undetermined length of time
- Ability to intervene in altercations, and restrain students, if necessary
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Oversees and encourages a team approach to complete the daily activities of the team as assigned
- Provides logistical support for fingerprinting of candidates for employment
- Provides logistical support for the school volunteer background screenings
- Provides logistical support for all physical security system components at all sites
- Coordinates and ensures the overall security of the Central Administration Office
- Coordinates and provides security staffing as needed and directed for facility and building usage for special events and after normal operating hour events occurring on campus
- Provides logistical support for training of school staff
- Processes fingerprinting of candidates for employment
- Processes identification and access control badges for employees
- Processes school volunteer background screenings

- Processes Reportable Offense referrals and communications
- Troubleshoots access control system malfunctions
- Troubleshoots security camera system malfunctions
- Troubleshoots building access management system malfunctions
- Troubleshoots radio and radio communication system malfunctions
- Assists in maintaining department inventory records
- Assists in maintaining campus security vehicles and other vehicles as assigned
- Ensures daily monitoring of the Central Administration visitors and the building access management systems (sign in/registration and identification)
- Coordinates reporting of unusual activities or unauthorized persons to the Director's office
- Ensures daily Central Administration perimeter checks of all doors and windows are completed
- Coordinates and assists with response to emergency situations at schools and office sites
- Ensures Central Administration security camera systems and electronic locking systems are functioning properly, reporting any malfunctions to the Director of Safety and Security
- Coordinates and assists with response to emergency situations for assistance
- Ensures Central Administration security and emergency response actions are completed in accordance with current procedures and guidelines
- Attends building crisis team and emergency planning meetings
- Coordinates and provides security staffing as needed and directed for the Board of Education, Board of Education meetings and functions
- Attends weekly staff meetings of the Department of Safety and Security as directed
- Maintains instructor certification and provides de-escalation and physical restraint training to employees as necessary
- Performs other related and non-related job duties as assigned
- Obtains and maintains the following required annual certifications and/or required annual training provided during the duty day 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 adolescents (2 hours)
 - Response to emergency school events, specifically the Federal Emergency Management Agency - Introduction to Incident Command Systems - IS-100.C (2 Hours)

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associates degree or three (3) years of experience in the security field
- Obtain and maintain the Maryland Model School Security Employee Training Program within one (1) year of employment (Department works with incumbent on dates MD provides)
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be 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 Board-owned vehicle (Board Policy EEBA)

Preferred:

- Associate degree with an emphasis in security or criminal justice

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

SAFETY AND SECURITY TEAM LEADER - SCHOOL SITE

POSITION: **Safety and Security Team Leader - School Site**

REPORTS TO: **Director 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 Team Leader coordinates with the site administrator and the Director of Safety and Security to provide oversight and direction to all safety and security assistants assigned at a campus supporting and assisting the staff and administrative personnel in maintaining a safe and orderly school environment.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to perform duties in all types of weather conditions
- Ability be able to stand and walk for an undetermined length of time
- Ability to intervene in altercations, restrain students, if necessary
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Oversees and encourages a team approach to complete the daily activities of the team as assigned
- Coordinates and completes a variety of daily and weekly duties assigned to the team
- Attends staff meetings of the Department of Safety and Security as directed
- Assists site administrators with student behavior interventions
- Monitors bus duty and students arriving and leaving the school
- Ensures proactive patrolling of school buildings, surrounding campus and school grounds including parking lots and sports fields, and assists with parking violations
- Ensures the proper maintenance and use of the campus safety vehicle to patrol school grounds

- Coordinates and provides security staffing as needed and directed for the Board of Education and Board of Education meetings and functions
- Ensures student behavior interventions are completed in accordance with current procedures and guidelines, as requested by the site administrator or the Director of Safety and Security
- Coordinates safety assistant activities and responds to emergency situations for assistance
- Oversees daily activities of safety assistants and ensures security duties are complete, to include monitoring of school hallways and other common areas such as cafeterias and athletic facilities
- Ensures the daily checklist and other reports are completed as required
- Coordinates monitoring of students in in-school intervention centers (ISIC) as needed
- Coordinates and ensures all safety and security assistants assigned to their team participate in and successfully complete all required training
- Coordinates and ensures attendance of safety and security assistants at required team meetings
- Oversees safety and security assistant duties during assemblies and other school functions and activities
- Coordinates reporting of unusual activities or unauthorized persons to a school administrator
- Ensures daily monitoring of building access management (BAM) systems (sign-in/registration and identification)
- Follows all procedures and assists with all emergency responses
- Monitors hallways, students during change of classes, and verifies hall passes
- Retrieves and escorts students to and from various locations when necessary
- Monitors the cafeteria during breakfast and lunch to ensure the safety and security of students
- Monitors restrooms and locker rooms to ensure the safety and security of the students
- Assists with the investigation of incidents impacting safety and security as needed
- Intervenes in physical altercations occurring on campus
- Assists in the de-escalation and physical restraint of students as necessary
- Writes school incident reports according to school guidelines
- Assists in the monitoring of after-school detention of students as needed
- Works extra duty hours to coordinate and provide security staffing as needed and directed for faculty, building usage for after-normal operating hours, and the Board of Education and Board of Education meetings and functions
- Ensures security camera systems and electronic locking systems are functioning properly, reporting any malfunctions to the Director of Safety and Security
- Participates in emergency response exercises involving the school
- Monitors the student crime solvers program and assists students with completing and submitting the informational tip sheets
- Ensures that directives and work duties of all team members are prioritized and carried out
- Ensures daily coordination of safety and security concerns with site administrators and school staff
- Participates in crisis team planning meetings, and site-based meetings to develop action plans addressing safety and security needs, emergency preparedness, response, and evacuation procedures
- Coordinates team member activities with law enforcement and other emergency response agencies
- Ensures timely reporting of any violations of law to the appropriate site administrator and the Director of Safety and Security
- Provides logistical support for fingerprinting of candidates for employment
- Provides logistical support for the school volunteer background screenings
- Provides logistical support for all physical security system components at all sites

- Coordinates and ensures the overall security of the Central Administration Office
- Performs other related and non-related job duties as assigned
- Obtains and maintains the following required annual certifications and/or required annual trainings provided during the duty day to maintain the position of Safety and Security Assistant:
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