

ST. MARY'S COUNTY PUBLIC SCHOOLS

SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTIONS

DIRECTOR - SAFETY AND SECURITY I

POSITION: Director - Safety and Security I

REPORTS TO: Superintendent of Schools

LOCATION: Central Administration

NATURE OF WORK:

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

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 orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the 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 thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Directs and oversees the implementation and maintenance 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 budgets focused on the overall enhancement of school safety and security for SMCPs
- Directs and oversees the implementation, evaluation, maintenance, and revision of the SMCPs School Crisis and Emergency Management Plan
- Directs and oversees the implementation and maintenance of criminal history background screening procedures for SMCPs employees, contractors, and school volunteers
- Directs and oversees the implementation and maintenance of an 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 school emergency scene response and coordinates the central office emergency response team during emergencies
- 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
- Directs and oversees the development and implementation of training and supervision for school-based de-escalation and restraint teams
- Directs and oversees security and risk assessments of SMCPs property and functions
- 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, takes 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
- Coordinates and collaborates with school resource officers, law enforcement, the St. Mary's County Department of Public Safety, and other governmental agencies, as appropriate
- Ensures and maintains compliance with all federal, state, and local directives for the National Incident Management System and the Incident Command System
- Affects 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
- Wears, carries, and uses 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
- Directs responsibility for twenty-four (24) hour monitoring and response to all incoming Safe Schools Tips and Handle with Care Reports received during assigned weeks including after-hours and weekends on calls; ensures completion of initial assessment for level of risks or threats and immediate coordination with school administrators and law enforcement authorities as needed
- Represents the school system in criminal court cases, as necessary

- 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
- 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 all safety and security 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
- Prevents 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)
- Demands identification, as warranted, from an individual who desire to use or enter the premises of a public school facility or adjoining grounds
- Denies access or requests the individual(s) 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
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree
- Fifteen (15) years or more experience in criminal justice, related security fields, and emergency management
- Hold active mandated certification requirements for School Safety Directors and Coordinators established by the Maryland Center for School Safety (MCSS);
- 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
- First aid and CPR certification
- 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 a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Completion of a nationally recognized law enforcement executive leadership school or program such as the Federal Bureau of Investigations National Academy or the Northwestern

University Center for Public Safety, or an advanced degree in Criminal Justice or related field as determined by the Board

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 Range G.

BARGAINING UNIT ELIGIBILITY: SMASA

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