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

PROJECT COORDINATOR I – ACCOUNTABILITY AND REPORTING

POSITION: **Project Coordinator I – Accountability and Reporting**

REPORTS TO: **Director of Accountability and Reporting**

LOCATION: **Department of Accountability and Reporting & Virtual Academy**

NATURE OF WORK:
This is a highly skilled technical position that emphasizes leadership, planning, organization, and the ability to coordinate multiple projects concurrently. This position performs duties related to the daily operation and management of various projects managed by the Department of Accountability and Reporting such as test construction, learning management systems, maintenance of various databases, and analysis of data regarding student records. The work is performed under the general direction of the Accountability and Assessment Director.

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 and be able to sit, stand, reach, lift, climb ladders, perform work from a ladder, work on security systems overhead, and walk for an undetermined length of time
- 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 all test construction and item upload to the Performance Matters platform and works to build capacity for all schools by providing professional development to multiple stakeholders
- Provides technical support and troubleshooting of the online learning management system and Performance Matters (for example Schoology)
- Coordinates with the Offices of Assessment and Accountability Officer and the Deputy Superintendent to identify at-risk 9th graders based on longitudinal student performance and culture and climate data
- Works with the AAO to provide staff with specific leading and lagging data reports from the Performance Matters platform
- Coordinates with the Programmer Analysts in DAA and teachers to resolve help-desk tickets pertaining to Schoology, Performance Matters, and Teacher Access Center (TAC) submissions

- Works with the Programmer Analysts in DAA to provide technical and training support for the Standards-Based Grading across elementary schools
- Represents the DAA as the point-of-contact for online instructors and provides leadership, technical project coordination, consultative services, and liaises with work teams, key stakeholders, and subject matter experts to develop course specifications and build capacity for online instructors throughout the school system
- Collaborates with the Department of Informational Technology for the following:
    - o Schoology learning management system
    - o Development of technology infrastructure changes and their impact on county curricular resources (e.g., single-sign-on (SSO), login network changes)
- Collaborates with Supervisors in DCI for the following:
    - Supports the varied instructional and digital resources and manages the roster integration of resources that are embedded in K-12 curricula
    - Generates specific student placement/scheduling matrices for coursework based on criteria set forth by content Supervisors, including Academy placements
    - Coordinates Schoology and Performance Matters training to Instructional Resource Teachers (IRT) and new teachers to the system
- Works with the DCI, the AAO, and the Supervisor of Assessments to provide a review of all local assessments uploaded to the data repository via statistical analyses through established assessment literacy norms and reports embedded in the Performance Matters platform
- Coordinates with the Department of Information Technology, the Department of Curriculum and Instruction (DCI), and the Office of the Deputy Superintendent to support the crosswalk of varied other software applications
- Collaborates with the department to create and provide professional development regarding department initiatives
- Contributes and assists in the delivery of effective and sustainable training courseware and curriculum for all online coursework.
- Supports the Performance Matters Google Site for employees and builds various professional development resources for staff to access
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- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:
Required:
- Bachelor’s Degree
- Current and valid professional State-issued teaching certificate
- Three (3) years of teaching experience

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024, 5.2025

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

PROJECT COORDINATOR I – FACILITIES SPECIALIST

POSITION: **Project Coordinator I - Facilities Specialist**

REPORTS TO: **Director of Maintenance**

LOCATION: **Division of Supporting Services**

NATURE OF WORK:
This is a highly skilled technical position that emphasizes leadership, planning, organization, and the ability to direct multiple projects concurrently. The Facilities Specialist shall provide administration of projects for various facilities for which St. Mary's County Public Schools is responsible. This includes work planning; knowledge of design process, facilities, and equipment; and contract management.

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
- 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:
- Assists in the planning, coordination, and inspection of school facilities to provide quality results to renovation/alteration, repair, or replacement projects
- Assists in the development of cost reduction studies, specification analysis and cost estimates for the renovation/alteration, repair, replacement and maintenance of St. Mary's County Public Schools facilities, systems, and equipment
- Possesses knowledge of institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) and possesses the ability to develop solutions to meet requirements
- Analyzes and maintains project expenditures
- Assists in the preparation of contracts for purchase and delivery of goods and services
- Prepares reports for all levels of management within and outside of the organization
- Makes presentations to groups relative to facilities planning needs/goals, facilities project status, and program overviews
- Reviews and writes renovation/alteration, repair, or replacement process scopes of work
- Composes and prepares correspondence for review and signature by the Director of

Maintenance, the Assistant Superintendent, or the Superintendent of Schools
- Assures that renovation/alteration, repair, or replacement is completed in accordance with plans, specifications, and scope of work
- Makes on-site visits to sites for purposes of evaluation and assessment of renovation/alteration, repair or replacement projects and general facilities conditions
- Assists in the establishment, review, and feedback process on various procedures within the department
- Makes recommendations for the purchase of equipment and services as appropriate
- Ensures that training programs for assigned area are up-to-date and consistent with all applicable procedures, policies, standards and guidelines
- Reviews and recommends maintenance, project, or work requests; suggest and implement solutions and alternatives as appropriate
- Reviews, adjusts, schedules, and controls work sequences, consults with customers on work sequences, material delivery, and other pertinent information
- Reviews and recommends resource allocations and provide direction on prioritization strategies and departmental impact
- Explores, identifies, and participates in initiatives, processes, and procedures to improve operational efficiencies while assuring quality; ensure implementation of appropriate improvement initiatives and continually solicit recommendations for consideration
- Reviews and evaluates suggested changes to new and existing continuous quality improvement practices and approves and implements as appropriate
- Inspects school facilities to identify preventive maintenance, systematic and programmatic improvements
- Works to helps coordinate and communicate contracted and internal work schedules
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:
Required:
- High School Diploma or GED
- Bachelor's degree or four (4) years of experience in institutional/commercial facilities maintenance, planning management, and operational principles and practices
- 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:
- Associate degree in construction management, architecture, mechanical, electrical, or civil engineering, or a related field

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

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

PROJECT COORDINATOR I - SAFETY & SECURITY TECHNOLOGY INTEGRATION

POSITION: **Project Coordinator I - Safety and Security Technology Integration**

REPORTS TO: **Director of Safety and Security**

LOCATION: **Central Administration – Safety and Security**

NATURE OF WORK:
This is a highly skilled position providing support for the planning, implementation, daily operation, and maintenance of technical security systems, and the planning, response, and investigation of incidents occurring at all school and office sites using available technology resources. The Project Coordinator for Safety and Security Technology Integration coordinates daily with the Director to provide technical, logistical, and analytical support for technological 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 and be able to sit, stand, reach, lift, climb ladders, perform work from a ladder, work on security systems overhead, and walk for an undetermined length of time
- 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:
- Coordinates and ensures completion of new installations of security systems verifying functionality within parameters established by the St. Mary's County Public Schools
- Documents technical processes and organizational guidelines for the Department
- Develops system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing security technology infrastructure and equipment
- Coordinates directly with Information Technology Services designees and works with vendors to determine system selections based on price, technical functionality, and support
- Coordinates the installation, maintenance, and repair of all identified security systems, hardware, and software
- Acts as a Subject Matter Expert (SME) in assigned areas to include physical security systems, supporting hardware, software, and systematic data collection to support effective analysis, implementation, and support of security measures and investigations

- Creates data reports and analytical evaluations pertaining to the operation of systems
- Assists and supports the Director in completing school related investigations including student conduct and discipline, criminal activities, employee misconduct investigations, and in responding to school emergency events
- Assists the Director in acting as a liaison for school administrators in coordinating emergency response to school events
- Maintains and manages building access control system software and settings for access as appropriate to each site
- Maintains employee and administrative access as appropriate to each sites' building access management (BAM) system
- Maintains a systemic emergency response reporting website, gathering relevant school emergency preparedness data and required school drill reporting data
- Coordinates access for authorized administrators requiring access to security camera software
- Manages workflow for requests for security system maintenance and repair from all SMCPS sites via the established helpdesk
- Coordinates and maintains the approval process for electronically submitted field trip applications
- Provides technical support for the maintenance and operation of security camera systems, access control systems, building management systems (BAM), and radio systems
- Provides technical and logistical support for school-related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations; and
- Provides technical and logistical support during school emergency response events
- Provides technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites
- Assists the Director with coordinating public information and media communication efforts with law enforcement and other allied response agencies
- Assists and supports the Director in completing school related investigations including student conduct and discipline, criminal activities, employee misconduct investigations
- Reports as needed after-hours for emergency events and investigations assisting with coordination with law enforcement, allied response agencies, and senior school system administration
- Maintains department security camera footage electronically and 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
- Attends all professional development training and other meetings as assigned
- Performs other related and non-related job duties as assigned

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QUALIFICATIONS:

Required:

- Associate degree OR a minimum of 60-semester hour credits earned at an accredited college or university in Computer Science, Criminal Justice, Public Safety
- Possess at least three (3) of the following:
    - Bachelor's Degree or higher in Computer Science, Criminal Justice, or Public Safety
    - Current CompTIA Security+ certification (worth 2)
    - Three (3) years of experience working in criminal justice, or security field, with security systems
    - Three (3) years of experience working in computer networks with related troubleshooting
- 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)

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Update 07.2024, 5.2025

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

PROJECT COORDINATOR I - SECURITY

POSITION: **Project Coordinator I – Security**

REPORTS TO: **Director of Safety and Security**

LOCATION: **Central Administration – Safety and Security Office**

NATURE OF WORK:
This is a highly skilled technical position that emphasizes leadership, planning, organization, and the ability to direct multiple projects concurrently. This position is responsible for assisting the Director of Safety and Security with the implementation and operation of various programs directly related to creating a safe school environment. Specifically, primary responsibilities will include employment background screenings, and other initiatives, as assigned, focusing on proactive security enhancements at all school and office sites. The nature of this work is highly confidential, and the project coordinator must be able to prepare documentation, maintain and process confidential records, and complete statistical analysis of work performed.

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
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- 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
- 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

DUTIES AND RESPONSIBILITIES:
- Prepares documentation, maintains, and reconciles confidential criminal history records
- Completes statistical analysis and related reports
- Assists in the development of new programs
- Develops communication plans and supports school and community-based trainings and presentations
- Collects and submits both electronic and inked fingerprints of prospective employees/volunteers
- Collects data from various sources as required to accomplish criminal history background screenings for all candidates for employment and school volunteers as assigned
- Completes data entry and maintains all criminal history background data ensuring compliance to the Maryland Criminal Justice Systems (CJIS) criminal history data base

- Completes processing and issues identification and access control badges for new and current employees in accordance with departmental procedures
- Collects and processes cash receipts and other forms of payment for criminal history background screening and identification and access control badges
- Processes and prepares payment transmittals and monthly invoicing directly related to criminal history background screening for approval by the Director
- Maintains confidential records pertaining to employment background screening
- Schedules and participates in meetings with collaborating community partners
- Assists in the development of Board agenda materials
- Maintains a broad understanding of school system policies and procedures for the area of specialty
- Composes and prepares correspondence for signature by the Director of Safety and Security
- Assists the Director in coordinating the work and activities of safety and security assistants at various school sites
- Assists the director in the development of new programs focusing on school safety and security and risks prevention measures
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:
Required:
- High school diploma or GED
- Bachelor's degree OR four (4) years or more experience in criminal justice, related security fields
- 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:
- Associate degree in criminal justice or related field

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025