

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

SUPERVISOR OF SAFETY AND SECURITY ELEMENTARY – BACKGROUND INVESTIGATIONS

POSITION: Supervisor of Safety and Security Elementary Schools - Background Investigations

REPORTS TO: Director of Safety and Security

LOCATION: Department of Safety and Security

NATURE OF WORK:

The Safety and Security Supervisor for elementary schools has direct responsibility for supervision and oversight of all safety and security team leads and assistants assigned to elementary 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 elementary schools will assist the Director of Safety and Security with the oversight of criminal history background investigations. This is a highly skilled position providing support for elementary school safety and security and for the planning and implementation of pre-employment criminal history background screenings. and investigation of incidents occurring at all school 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 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 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 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
- Ability to lead, direct, and manage safety and security personnel assigned to elementary 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 and oversee, and supervise school emergency scene response and coordinates 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;
- 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;
- Maintain confidentiality and exercise sound judgment;
- Possess strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Ability to work with limited supervision;
- Understand and accurately follow both brief and/or complex oral and written instructions;
- Ability to take decisive action to resolve problems in accordance with School Board regulations and established procedures;
- Use independent judgment and initiative in the planning, organization and performance of duties; 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 and 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 elementary schools;
- Coordinate investigations impacting school safety and security with law enforcement and school administrators;
- Collect and submit both electronic and inked fingerprints of prospective employees/volunteers;
- Collect data from various sources as required to accomplish criminal history background screenings for all candidates for employment and school volunteers as assigned;
- Complete data entry and maintains all criminal history background data ensuring compliance to the Maryland Criminal Justice Systems (CJIS) criminal history database;
- Complete processing and issues identification and access control badges for new and current employees in accordance with departmental procedures;
- Collect and process cash receipts and other forms of payment for criminal history background screening and identification and access control badges

- Process and prepare payment transmittals and monthly invoicing directly related to criminal history background screening for approval by the Director
- Maintain confidential records pertaining to employment background screening;
- Schedule and participate in meetings with collaborating community partners;
- Assist in the development of Board agenda materials;
- Maintain a broad understanding of school system policies and procedures for the area of specialty;
- Compose and prepare correspondence for signature by the Director of Safety and Security;
- Assist with coordinating and writing grants for school safety and related operating and capital projects;
- Provide technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites;
- Ensure the collection and submission of both electronic and inked fingerprints from candidates for employment;
- Prepare documentation, maintain, and reconcile confidential criminal history records;
- Ensures the collection of data from various sources required to accomplish criminal history background screenings for all candidates for employment, contractors, and identified volunteers;
- Maintain all criminal history background data in compliance with the Maryland Criminal Justice Information System (CJIS);
- Ensure processing and the issuance of identification and access control badges for new and current employees in accordance with departmental procedures;
- Collect and process cash receipts and other forms of payment for criminal history background screening and identification and access control badges;
- Process and prepare payment transmittals and monthly invoicing directly related to criminal history background screening for approval by the Chief;
- Maintain confidential records pertaining to employment background screening;
- Coordinate and collate systemic data to support effective analysis, implementation, and support of security measures, school-based security teams, and investigations;
- Coordinate logistical support for school-related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations;
- Coordinate logistical support for school-based security teams and school emergency response;
- Assist the Director, as assigned, in coordinating the work and activities of safety and security assistants at various school sites
- Assist the Director, as assigned, in the development of new programs focusing on school safety and security and risks prevention measures; and
- Performs these duties and any other duties as assigned by the Director of Safety and Security.

QUALIFICATIONS:

Required

- Bachelor's Degree
- 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
- 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 eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 07.2025

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

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

POSITION: Supervisor of Safety and Security Secondary Schools - Physical Security and 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 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 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 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 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
- 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
- Performs these duties and any other duties as assigned by the Director of Safety and Security.

QUALIFICATIONS:

Required:

- Bachelor's degree
- 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
- 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 D.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 07.2025