CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Safety Advocate
DEPARTMENT	
LOCATION	TBD
REPORTS TO	Supervisor of School Safety/Principal
ANNUAL WORK SUMMARY	10 months per year, 190 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 20: $ 28.27/hr - $ 36.05/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	Provides a proactive means of meeting the needs of the students, staff, and community of Calvert County Public Schools. Employing a wealth of professional expertise, the safety advocate serves as a student advocate and advisor. Rather than punish or suspend students, the safety advocate provides support and counsel to the total school community. Additionally, the safety advocate assists the staff and administration in maintaining a safe and orderly school environment that best facilitates academic achievement.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High school diploma or possession of a general education development (GED) program certificate
2. Bachelor's degree preferred
3. Law enforcement experience required
4. Earns and maintains Crisis Prevention Intervention (CPI), CPR/First Aid & AED and all other certifications as required by Maryland law
5. Experience working with children
6. Experience in coordinating safety and security programs

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.

1. Ability to understand and communicate with both verbal and written skills
2. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Develops and maintains a network among students that provides an ongoing resource for the open communication of potential problems before they occur
2. Investigates non-employee related incidents on school property
3. Assists in coordinating school safety and security programs
4. Assists the school administration with threat assessments as needed
5. Assists the administration in maintaining a safe and orderly environment throughout the school
6. Prepares reports on all acts of violence, vandalism, theft, or other occurrences
7. Serves as a liaison with the police and fire departments
8. Works with the administration and school liaison officer as it relates to school-related safety issues
9. Advises staff, parents, and students on safety matters
10. Encourages compliance with parking and driving regulations
11. Assists with student mediations
12. Assists students with locker problems
13. Counsels students on issues dealing with their personal safety and well being
14. Ensures pedestrian safety during arrival and dismissal times
15. Works with the community to help resolve issues which may have a detrimental effect on the academic atmosphere of Calvert County Public Schools
16. Provides a security presence at all home athletic events and extracurricular activities, as needed
17. Participates in and delivers in-service training programs
18. Assists administration to ensure that all activities conform to school system guidelines
19. Thinks, concentrates, and interacts positively with others
20. Comes to work promptly every day
21. Works flexible hours as necessary
22. Works under stress and meets all deadlines

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned. Performs related work as required or assigned by the building principal or designee.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Position requires significant periods of standing and walking and is performed in a typical school environment.

UNUSUAL DEMANDS

May be subject to a flexible work schedule and work location.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools website.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: https://ocrcas.ed.gov or call 1-800-421-3481.

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