



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

May 19, 2022

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

















SCHOOL SAFETY LIAISON REGIONAL COORDINATOR (2 Positions – Effective July 1, 2022)

To be responsible for assigning, directing, training, scheduling, assisting, evaluating, and supervising School Safety Liaisons as assigned.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Supervises School Safety Liaisons within schools and/or offices for an assigned geographic area.
- Assigns, reviews, and coordinates the work of School Safety Liaison floaters and the work schedules of school-based School Safety Liaisons as needed.
- Collaborates with the Office of Safety and Security, Educational Services, and building administrators to assist in the planning and scheduling of work assignments.
- Organizes, schedules, and coordinates all facets of the School Safety Liaison program for an assigned geographic area.
- Maintains working knowledge and best practices related to the School Safety Liaison position.
- Performs field inspections of school sites to monitor safety and security standards. Ensures that work is performed in accordance with established standards, procedures, and schedules.
- Provides training and on-going professional development to new and current School Safety Liaisons in protocols, procedures, roles and responsibilities and other safety related topics required and related to the position.
- Provides leadership and oversight in assigned areas and assists with the School Safety Liaison-related tasks and/or assignments as needed.
- Collaborates with building administrators and the Supervisor of Safety and Security as needed to jointly evaluate School Safety Liaison work performance.
- Implements all School Safety Liaison personnel policies; makes recommendations regarding personnel issues in collaboration with the building administration and the Supervisor of Safety and Security.
- Responds, directs the work, and assists during emergency situations. Emergency situations may require work beyond normally scheduled hours with little to no advanced notice.
- Identifies and defines security related problems, collects and analyzes data, establishes facts, draws valid conclusions and shares information with school-based administration, SROs or the Supervisor of Safety and Security as appropriate.
- Stays current with local, state, and federal regulations and policies.
- Evaluates effectiveness of security, surveillance equipment, and signage on school district properties.
- Coordinates with local law enforcement and other appropriate health and safety professionals in matters of public safety involving students and staff.
- Monitors and evaluates school safety drills, i.e., fire drills, active assailant training, etc.
- Assists and supports school administrative teams with safety and security concerns.
- Performs other work-related duties as assigned.
- Persons appointed to this position are designated to work at evening Harford County Public School Board of Education meetings.
- Persons appointed to this position will need to be available to work a flexible schedule. The work schedule will be determined based on the needs of the school system.

SALARY	 Salary is in accordance with the Non-Certificated Administrative, Technical and Supervisory Professionals 2021-2022 salary schedule, Grade A (\$69,052 – \$83,429)
REQUIREMENTS	 Five years of successful supervisory experience in law enforcement, security, or a related field.  Possession of a bachelor's degree in criminal justice or a related field is preferred.  Law enforcement or security-related experience in an academic environment is preferred.  Ability to qualify for a Maryland Special Police Commission and firearm wear and carry permit.  Extensive knowledge of ICS 100, 200, 300, and emergency preparedness.  Ability to build and sustain positive relationships  Demonstrated experience in working with students, staff, parents, law enforcement agencies, social service agencies, businesses, and other community organizations.  Must possess strong personal and decision-making skills.  Knowledge of safety and security in k-12 learning environments is preferred.  Ability to work as a team leader to support the mission of Harford County Public Schools.  Ability to deliver effective presentations to administrators, staff, parents, and students.  Strong written and verbal communication skills; excellent interpersonal skills.  Must possess strong organizational skills in areas including record-keeping, scheduling, and follow-up to ensure schools are provided adequate School Safety Liaison coverage.  Possess a basic understanding of and experience in the utilization of computers and software.  Hold and maintain a valid Class C driver's license.
HOW TO APPLY	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org . If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.
DEADLINE	Online applications will be accepted for this vacancy until the position is successfully filled. <i>Candidates that apply prior to Wednesday, May 25, 2022 will receive immediate consideration.</i>

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE