

Security Assistant

A completed application includes proof of education, three completed supervisory references and a resume. Current HCPSS employees must submit at least one completed reference from a current supervisor by the closing date. Applicants must submit all required materials by the closing date.

Description:

Under the direction of the Security Coordinator, building administrator or designee, the Security Assistant is responsible for monitoring the safety of students, staff and visitors who use the facilities owned or leased by the school system. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Essential Job Functions:

- Monitors student conduct in and about the building and school property, including parking lots
- Monitors the enforcement of parking regulations
- Intervenes in the event that misconduct is observed, assisting in the discipline process with the school staff by reporting such misconduct to school administration
- Reports in-progress criminal activity to the Howard County Police Department and documents further observations of the activity for prosecutorial purposes
- Makes written reports of actions taken as they relate to interventions with students, staff and/or visitors
- Excellent oral and written communications and human relations skills
- Patrols the building, property and parking lot on a random basis
- Monitors student and visitor conduct in and about the building and school property
- Monitors attendees conduct at athletic events and other public gatherings
- May be directed to observe a particular location by the building administrator/designee
- Reports hazardous conditions or situations to the building administrator/designee including safety issues and information regarding fights or other disruptions
- Intervenes in fights/conflicts as required
- Directs traffic as directed by the building administrator/designee
- Queries visitors on the school premises and assure visitors report to the school office of leave the building or grounds.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to **specifically** address each qualification.

Education:

High school graduate or equivalent and two years of experience as a security guard, police officer, sheriff's deputy, correctional officer or security-related work experience.

OR

A combination of education, experience, and training to meet the required knowledge, skills, and abilities cited above.

Required Licenses and Certification:

Valid driver's license and good driving record.
First Aid and CPR Certification within 90 days of employment in this position.

Preferred Qualifications:

- Basic knowledge of procedures and practices for ensuring the safety and welfare of others to include laws of arrest and investigative detention
- Knowledge of business English, spelling, punctuation and grammar and recordkeeping methods
- Knowledge of public school organization and operations.
- Excellent interpersonal skills, especially with teens and young adults
- Ability to work a flexible schedule, including day and evening hours
- Ability to intervene physically with disruptive and/or disorderly persons in compliance with Maryland law and school system policy
- Ability to spend long periods of time walking and standing
- Ability to work independently
- Ability to maintain confidentiality.

Salary:

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<http://www.hcpss.org/employment/agreements.shtml>) Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

For questions regarding this vacancy, please contact:

Natasha Mahasa
Recruitment Specialist
Office of Human Resources
(410) 313-7342
Natasha_Mahasa@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.