

Assistant Director - Security, Emergency Preparedness, and Response

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the supervision of the Director of Security, Emergency Preparedness, and Response, the Assistant Director will assist in the development and promotion of emergency service operations, with a key focus on putting our students, faculty, staff, and public we serve at the center of all our policies, procedures, and best practices. The Assistant Director will coordinate emergency management programs, conduct research, prepare, and present training and activities associated with preparation for, response to, and recovery from disasters or security related incidents.

ESSENTIAL POSITION RESPONSIBILITIES

Safety/Security

- Designs and administers emergency and disaster preparedness training courses, materials, and plans to train district administrators, site leaders, and support personnel.
- Performs a variety of assessments to determine or recommend protective actions required for safeguarding students, staff members, and the community.
- Designs and implements training programs pertaining to matters of safety and security and school-based administrators.
- Responds to emergency and disaster situations involving hazardous materials, inclement weather, evacuations, and/or sheltering to aid and coordinate county resources.
- Works directly with local law enforcement agencies during critical incident situations.
- Coordinates with School Resource Officer program leadership, sharing information.
- Conducts research on emerging trends on school/campus issues, security and safety, and related technologies.

Emergency Preparedness

- Engages in, and is responsible for, all emergency preparedness efforts, directing the entire security team in the creation, training and exercise of emergency and life-safety plans, procedures, and protocols. Responsible for ensuring all safety and security staff have a detailed understanding of HCPSSs Emergency Operations Procedures.
- Directs the inspection of the premises to test alarm systems, detect safety hazards, and to ensure that safety rules are posted and enforced.
- Monitors and evaluates school system operations with the aim of developing ideas and activities that will ensure that staff and security procedures within HCPSS are responsive to the needs of the school system

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 the following qualifications, listed below, to be considered for the vacancy.

Education:

- An Associate degree in emergency management/public safety, education, public administration, or a related field.

Experience:

- Eight (8) years of experience in public safety work emphasizing safety and disaster preparedness, emergency management, or a related area to include:
 - Three (3) years of supervisory experience.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in emergency management/public safety, education, public administration, or a related field.
- Graduated from the FBI's National Academy or Southern Police Institute's Administrative Officers Course program.
- Prior security experience in a PreK-12 setting or college/university.
- Three (3) years of experience providing security training, designing lesson plans, and policy development.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) unit. The current salary range for this position is \$107,000 - \$158,844. Actual placement will be in accordance with the salary procedures of the Howard County Public School System, which considers relevant prior experience.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e., resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Nicole M. Carter
Executive Director Human Resources
Office of Human Resources
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.