

Security Assistant

The Howard County Public School System (HCPSS) is one of the top 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 direction of the Coordinator, Security, Emergency Preparedness, and Response 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. The Security Assistant directly supports the Strategic Call to Action by ensuring that students and staff well-being is nurtured in a safe and supportive environment and the learning and working environments for all students and staff is clean, safe, and healthy.

ESSENTIAL POSITION RESPONSIBILITIES

- Monitor student conduct in and about the building and school property, including parking lots via random patrol
- Monitor the enforcement of parking regulations, directs traffic as directed by the building administrator/designee
- Intervene if misconduct to include fights/conflicts are observed, assisting in the discipline process with the school staff by reporting such misconduct to school administration
- Query visitors on the school premises and assure visitors report to the school office of leave the building or grounds
- Report in-progress criminal activity to the Howard County Police Department and documents further observations of the activity for prosecutorial purposes
- Monitor attendees conduct at athletic events and other public gatherings
- Make written reports of actions taken as they relate to interventions with students, staff and/or visitors
- Complete 70 hours of the Maryland Center for School Safety's School Resource Officer (SRO)/Security Assistant Training

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to spend long periods of time standing and walking
- Ability to maintain order and create a safe environment
- Ability to intervene physically with disruptive and/or disorderly persons in compliance with Maryland law and school system policies
- Ability to work flexible schedules, including day and evening hours

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- High school diploma or GED equivalent.

Experience:

- Two (2) years of experience as a security guard, police officer, sheriff's deputy, correctional officer, or security-related work experience.

PREFERRED QUALIFICATIONS

- An associate degree in criminal justice, public safety and security, emergency management/public safety or closely related field
- Security experience within a school or governmental setting

LICENSURE

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record

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 10-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. This position is Grade VIII on the Secretaries and Assistants salary scale, \$18.17 to \$32.92 per hour. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

APPLICATION REQUIREMENTS

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:

Natasha Mahasa
Recruitment Specialist
(410) 313-7342
natasha_mahasa@hcpss.org

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.