

## **Director, Safety and Security**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. 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 Superintendent and the Chief Schools Officer, the Director, Safety and Security will be the district leader and expert in disaster, security, and emergency planning for all Howard County Public School System school sites and offices. The Director leads the Office of Safety and Security and is responsible for the coordination, development, and promotion of emergency service operations, with a key focus on putting our students, faculty, staff, and the public we serve at the center of all of our policies, procedures, and best practices. The Director will be responsible for coordinating, facilitating, and implementing professional learning and research-based training programs pertaining to matters of safety and security for school-based administrators and central office leaders. The Director will coordinate emergency management programs and activities associated with preparation for, response to, and recovery from natural or manmade disasters or emergencies.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides training to staff on approved district emergency protocols. Organizes regular disaster exercises and drills to evaluate local and district emergency response plans. Ensures that all district emergency teams are compliant and “response ready” according to district procedures.
- Reviews and approves school emergency response plans, and works collaboratively with first responders, district administrators, and other stakeholders to facilitate any necessary revisions or modifications to the district’s emergency management plan. Maintains and updates all resource materials associated with emergency preparedness plans.
- Works with emergency coordinators/managers from other jurisdictions and agencies to develop an operational plan for using suitable district schools as temporary emergency shelters for community support after a natural disaster.
- Designs and administers emergency and disaster preparedness training courses, materials, and plans to train district administrators, site leaders, and support personnel.
- Identifies necessary equipment for responding to emergencies. Determines equipment placement, inventory, maintenance, and testing. Provides instruction on equipment maintenance and use.
- Participates in local and regional emergency planning groups and exercises. This includes participation in district and community threat response and at-risk behavior teams as assigned. Collaborates with other emergency management personnel, local, state, and federal officials, schools, and hospitals in order to facilitate plan development and response effort coordination.
- Performs a variety of assessments to determine or recommend protective action required for safeguarding students, staff members, and the community.
- Responds to emergency and disaster situations involving hazardous materials, inclement weather, evacuation, and/or sheltering to provide assistance and coordinate county resources.
- Attends meetings, seminars, workshops, and training sessions as appropriate; maintains a comprehensive current knowledge and awareness of emergency management strategies and

applicable laws/regulations.

- Cooperates with federal, state, and local law enforcement, emergency management, and/or other agencies, as necessary.
- Ensures that all plans, operating procedures, and protocols are developed and implemented in compliance with the requirements of regulatory agencies. Coordinates safety training and practice to support academic processes of each school by creatively implementing best practices in safety, security, and emergency preparedness with proper adaptation to the environment, creatively and with innovation so the process of education can be enhanced rather than impeded by safety efforts.
- Advises and assists school-based administrators in matters involving criminal activities on school grounds.
- Directs/coordinates the periodic assessment/audit of school facilities and grounds to determine safety and security issues.
- Coordinates with school-based administrators and Maintenance/School Facilities to address and correct safety/security issues on school grounds.
- Coordinates and manages all reports of school crime from Administrators and School Resource Officers (SROs) and maintains the statistical data to inform HCPSS executive leadership and BOE; and to further the professional development on school safety, crisis prevention, youth violence and prevention; and student resiliency.
- Communicates with other school systems on matters related to school security.
- Works directly with local law enforcement agencies during critical incident situations and follow-up. Coordinates directly with School Resource Officer program leadership, sharing information and intelligence daily.
- Coordinates, facilitates, and implements professional learning and research-based training programs pertaining to matters of safety and security for school-based administrators and central office leaders.

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 the criteria in one of the rows below to qualify.**

Education	Experience
Bachelor’s degree from an accredited college or university in emergency management/ public safety, education, public administration, or a related field.	Eight (8) years of experience in public safety work emphasizing safety and disaster preparedness, emergency management, or a related field to include three (3) years of supervisory experience.
Master’s degree from an accredited college or university with an emphasis in supervision, educational administration, curriculum and instruction, or a closely related field.  Must also hold or be eligible for Maryland State Department of Education (MSDE) certification/licensure as indicated below.	Five (5) years of successful experience as a certificated educator to include at least three (3) years of successful school-based or central office administrator experience.

## **CERTIFICATION/LICENSURE INFORMATION**

*Priority will be given to applicable applicants who:*

- Hold a current MSDE Advanced Professional Certificate (APC) with the Administrator II endorsement at the time of application.

*Applicable applicants may be considered who:*

- Hold a current MSDE Professional Certificate and have completed all MSDE requirements for the Advanced Professional Certificate (APC) with the Administrator II endorsement at the time of application.
- Hold a current out-of-state educator certificate and be eligible for a MSDE Advanced Professional Certificate (APC) with the Administrator II endorsement, as outlined in [COMAR](#), at the time of application.

## **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in emergency management, public administration, educational leadership, criminal justice, public safety, law enforcement, or related field preferred.
- Possess school-based administrator experience across multiple levels, curricular areas, or schools serving students with diverse needs.
- Possess experience in leadership roles responsible for decision-making at a whole-school or school-system level.
- National Incident Management System (NIMS) certification by Federal Emergency Management Agency (FEMA).
- Certification in Emergency Management.
- Completion of Hazard Mitigation & Prevention and Tactical Response training.
- Experience developing emergency management policy and operation plans.
- Three (3) years of experience in law enforcement or security in a PreK-12 setting or college/university.
- Three (3) years of experience developing and implementing security training.

## **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 Supervisors (HCASA-NCS) employee bargaining unit. The current salary range for this position is Grade V (Directors and Controllers) on the Non-Certificated Supervisors salary scale, \$119,641-\$177,609. Actual step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **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, and educator certificate/license if applicable) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@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.