



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

February 1, 2024

AN EQUAL OPPORTUNITY
EMPLOYER

VACANCY ANNOUNCEMENT

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.

SUMMER SCHOOL PROGRAM - SCHOOL SAFETY LIAISON

Internal for HCPS Employees – Use this application to apply for Summer Programs

Under the direction of the Principal, and working closely with students, staff, and the community, the School Safety Liaison assists in building a positive school culture by maintaining a safe and secure learning environment for all.

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.

- Confers with students regarding (negative/improper) behavior and attempts to obtain voluntary compliance with school safety standards. Refers students to appropriate staff for action.
- Escorts students to various offices, i.e. nurse suite, main office, etc.
- Conducts safety and security surveys.
- Monitors interior and exterior grounds.
- Ensures cameras are operational and observes monitors as needed.
- Assists with retrieving video evidence.
- Performs as certified active assailant instructor.
- Monitors arrival and dismissal, class change, and cafeteria.
- Assists with bus arrivals and departures.
- Assists with school campus traffic and parking.
- Assists administrators with investigations as directed.
- Secures and opens facility in accordance to schedule and as needed for special functions.
- Completes Incident Reports and makes notifications as required.
- Responds to school emergencies as directed.
- Assists staff with safety drills and evacuations.
- Reports safety hazards.
- Attends mandatory training.
- Repairs and replaces radio equipment as directed.
- Assists with evening duties as needed.
- Duties include periodic overtime to support after school or evening activities.
- Performs other duties of a similar nature and level as assigned.

REQUIREMENTS

- High School Diploma or GED.
- One year of experience ensuring safety and security of an organization, and/or working with adolescents in a school setting.
- Demonstrated ability to build and sustain positive relationships within the school and community.
- Experience in responding to emergency situations is preferred.
- Ability to comprehend and carry out written directions and instructions.
- Ability to communicate effectively with students, school staff, and visitors.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted **until filled. Apply by March 1, 2024 for immediate consideration.**

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: Involving **students, refer to:** Ken Miller, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:Ken.Miller@hcps.org) at [\(410\) 375-0408](tel:410-375-0408) or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:Renee.McGlothlin@hcps.org) at [\(410\) 809-6087](tel:410-809-6087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE