



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

July 1, 2025





















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.

SCHOOL SAFETY LIAISON Magnolia Elementary School



Under the direction of the School Safety Liaison Manager and Building 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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 the deployment, monitoring, operation and oversight of weapons detection systems as directed.
-  Assists with evening duties as needed.

OTHER RESPONSIBILITIES

-  Duties include periodic overtime to support after-school or evening activities.
-  Performs other duties of a similar nature and level as assigned.

SALARY

- Required to collaborate with School Resources Officers as needed.
- This is a full-time ten-month position. Salary range based on the FY 2025-2026 AFSCME Salary Schedule for Ten Month School Safety Liaison Personnel. Starting Salary: \$40,119– Maximum Earnings Potential \$56,393.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AFSCME Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

- High School Diploma or GED.
- One year of experience ensuring the 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.
- Hold a valid driver's license and be able to provide own transportation to the assigned work location on a daily basis.

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.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on

the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](https://www.hcps.org/non-discrimination-statement) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE