

Purpose

The School Security Employees will:

- a. Assist school administration in maintaining a safe and orderly environment throughout the school.
- b. Conduct preliminary investigations on suspected criminal incidents on school property when requested by the principal.
- c. Develop and maintain ongoing open and proactive communication among students and staff.
- d. Advise staff, parents and students on safety matters when requested by the principal.
- e. Serve as a resource to classroom teachers on matters of safety when scheduled by the principal.
- f. Assist in coordinating school safety and security programs.
- g. Advise students on issues of personal safety and well being.
- h. Monitor the movement of people inside and outside of the school buildings and campus.
- i. Perform other related work and duties assigned by the principal(s), School Safety Coordinator, and/or the Director of Student Services and Special Education.
- j. Undergo the same training as required for School Resource Officers and the Maryland Center for School Safety.

School Security Employees will not be responsible for, or assist with, student discipline. School Security Employees shall only engage students with force when a crime is in progress.

The Mental Health Specialists will:

- a. Provide direct social skills training to students exhibiting severe behavioral difficulty.
- b. Provide mental health interventions to students by providing direct individual or group counseling to students exhibiting severe emotional difficulty.
- c. Provide crisis management intervention services for students.
- d. Develop and maintain an ongoing open and proactive communication among students, staff, and families.
- e. Assist school staff and family members with the development and implementation of intervention strategies to be followed in specified behavior intervention plans that promote positive school engagement.
- f. Serve as a resource to classroom teachers on matters of mental health when scheduled by the principal.
- g. Assist in coordinating mental health programs including collaborating with other members of each school's mental and behavioral health team (i.e. school psychologist, behavior specialist, social emotional coach, etc.).
- h. Collaborate as needed and appropriate with partnering community agencies in accordance with existing and future memoranda of understanding.
- i. Assist in the collection and documentation of data, related reports, and child records for behavior intervention service planning and review.
- j. Schedule and meet with general and special educators to implement, monitor, and revise student behavior plans.
- k. Perform other duties as assigned by the principal(s), Mental Health Coordinator, and/or the Director of Student Services and Special Education.

Qualifications

The School Security Employee must:

- a. Have Maryland police academy certification, including completion of a Maryland approved law enforcement academy.
- b. Have prior satisfactory experience as a law enforcement professional.
- c. Have satisfactory verbal and written communication skills.
- d. Have experience in safety/security programs.
- e. Be eligible for a handgun permit and a Special Police Commission from the Maryland State Police.
- f. Be in good physical condition and health.
- g. Possess a valid driver's license.
- h. Qualify on a Maryland Police Firearms Training Course.

The Mental Health Specialists must:

- a. Possess either a Maryland clinical social work license (LCSW-C) or Maryland professional counselor license (LCPC) and have the ability to provide individual or group counseling.
- b. Have experience in the areas of counseling, behavior management, behavior plan development, and social skills instruction.

Line of Authority

The School Security Employee will report daily to the principals and administrative staff at the respective schools to which he/she has been assigned. The School Security Employee Program will be under the direct supervision of the School Safety Coordinator.

The Mental Health Specialist will report daily to the principals and administrative staff at the respective schools to which he/she has been assigned. The Mental Health Specialist will be under the direct supervision of the Mental Health Coordinator.

Evaluation

The performance of the School Security Employee will be evaluated annually in accordance with the procedures on evaluation established by the Allegany County Schools Board of Education.

The Mental Health Specialists (MHS) will be evaluated in accordance with the Unit I evaluation process with a MHS-specific evaluation tool within the Teacher Principal Evaluation System.

Term of Employment

The School Security Employee will be a contractual position. Continuation of the position will be determined on a yearly basis.

The Mental Health Specialist is a Unit I position and will follow the guidelines set forth in the unit contract.

Board Reviewed 05/10/2022	Superintendent Approved 05/10/2022
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