



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:** SAFETY ADVOCATE

**LOCATION:**

**JOB SUMMARY:** Provides a proactive means of meeting the needs of the students, staff, and community of Calvert County Public Schools. Employing a wealth of professional expertise, the Safety Advocate serves as a student advocate and advisor. Rather than punish or suspend students, the Safety Advocate provides support and counsel to the total school community. Additionally, the Safety Advocate assists the staff and administration in maintaining a safe and orderly school environment that best facilitates academic achievement.

**REPORTS TO:** Student Services Designee/Principal

**KNOWLEDGE, ABILITIES, AND SKILLS:** (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. High School diploma or General Education Development (GED) program certificate or equivalency. Bachelor's degree preferred.
2. Experience working with children and law enforcement required.
3. Ability to understand and communicate with both verbal and written skills.
4. Experience in coordinating safety and security programs.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS:**

1. Earns and maintains Crisis Prevention Intervention (CPI) certification.
2. Develops and maintains a network among students that provides an ongoing resource for the open communication of potential problems before they occur.
3. Investigates non-employee related incidents on school property.
4. Assists in coordinating school safety and security programs.
5. Assists the school administration with threat assessments as needed.
6. Assists the administration in maintaining a safe and orderly environment throughout the school.
7. Prepares reports on all acts of violence, vandalism, theft, or other occurrences.
8. Serves as a liaison with the police and fire departments.
9. Works with the administration and school liaison officer as it relates to school related safety issues.
10. Advises staff, parents, and students on safety matters.
11. Encourages compliance with parking and driving regulations.
12. Assists with student mediations.
13. Assists students with locker problems.
14. Counsels students on issues dealing with their personal safety and well being.
15. Ensures pedestrian safety during arrival and dismissal times.
16. Works with the community to help resolve issues which may have a detrimental effect on the academic atmosphere of Calvert County Public Schools.
17. Provides a security presence at all home athletic events and extracurricular activities, as needed.
18. Participates in in-service training programs.
19. Assists Administration to ensure that all activities conform to school system guidelines.
20. Thinks, concentrates, and interacts positively with others.
21. Comes to work promptly every day.
22. Works flexible hours as necessary.
23. Works under stress and meets all deadlines.

**OTHER JOB DUTIES:** (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as assigned by the building principal or designee.

**LICENSE OR CERTIFICATION:** Crisis Prevention Intervention (CPI) and CPR/First Aid & AED certifications.

**PHYSICAL DEMANDS:** Position requires significant periods of standing and walking, and is performed in a typical school environment.

**UNUSUAL DEMANDS:** May be subject to a flexible work schedule.

**FLSA STATUS:** Non-Exempt

**TERMS OF EMPLOYMENT:** Ten (10) month position and salary commensurate with qualifications applied to the salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

**EVALUATION:** Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30 p.m.

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists. State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678

410-535-1700

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report

allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481