



108 Washington Street • P.O. Box 1724  
Cumberland, MD 21502-1724  
301-759-2000  
[www.acpsmd.org](http://www.acpsmd.org)

**POSITION:** SCHOOL SECURITY EMPLOYEE

**LOCATION:** MULTIPLE SCHOOL LOCATIONS IN ALLEGANY COUNTY

**REPORTS TO:** PRINCIPAL OF THE SCHOOL/ASSISTANT SUPERVISOR OF STUDENT SUPPORT SERVICES AND SCHOOL SAFETY

**SALARY:** HOURLY BASED UPON QUALIFICATIONS AND EXPERIENCE

**SCOPE OF THE POSITION:**

Allegheny County Public Schools is collecting names of interested candidates who meet the qualifications below and have an interest in becoming a school security employee.

**QUALIFICATIONS:**

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

**ESSENTIAL JOB FUNCTIONS:**

- Assist school administration in maintaining a safe and orderly environment throughout the school.
- Investigate all criminal incidents on school property when requested by the principal.
- Develop and maintain ongoing open and proactive communication among students and staff.
- Advise staff, parents and students on safety matters when requested by the principal.
- Serve as a resource to classroom teachers on matters of safety when scheduled by the principal.
- Assist in coordinating school safety and security programs.
- Advise students on issues of personal safety and well being.

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- Monitor the movement of people inside and outside of the school buildings and campus.
- Perform other related work and duties assigned by the principal(s) and Assistant Supervisor of Student Support Services.

### **PROCEDURES FOR FILING APPLICATIONS:**

Letters of interest and resumes must be submitted to:

Mr. Matthew Marlowe  
Assistant Supervisor of Student Support Services and School Safety  
108 Washington Street  
Cumberland, MD 21502

**Information and letters of interest/resumes must be submitted no later than 11:59 p.m., SUNDAY, SEPTEMBER 1, 2019.**

Posting Date: August 22, 2019

Questions regarding this position may be directed to Mathew Marlowe, Assistant Supervisor of student Support Services and School Safety at 301-759-2410

In accordance with state law, anyone hired who will have contact with our school children, must be fingerprinted and submit to a criminal background investigation.

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**AN EQUAL OPPORTUNITY EMPLOYER**

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