



Director of Campus Security

Job Status: Full-Time

Reports to: Head of School

Schedule: Year Round

Purpose of the job:

The Director of Campus Safety and Security will maintain a safe and secure environment for students, employees, and visitors by helping to develop, establish, and enforce safety and security policies; implement access control procedures; administer accident prevention efforts; support risk management efforts; maintain fire, safety, emergency response protocols; and hire, train, and supervise vendors or other security personnel.

Major tasks & duties:

- Create, implement, and manage a comprehensive security/school safety program, including: policies and procedures in line with school operations and schedules; establishing internal controls; conducting inspections as needed; manage facilities' fire and life safety protocols and business continuity plans; management of access control and surveillance
- Actively participate in daily security post orders and be a visible and active presence throughout the campus
- Coordinate school safety compliance with federal, state, and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements
- Hire, schedule, and supervise any security personnel or external vendors; identify and implement proper staffing structure to meet School's needs
- Conduct and coordinate safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for staff and students
- Secure facilities, assets, students, and personnel by working in conjunction with the appropriate departments
- Conduct regular audits and inspections to assess, identify, and mitigate any security vulnerabilities
- Manage the administration and maintenance of access security systems, including surveillance systems
- Maintain records of incidents, fire, and other emergency drills; conduct drills on a routine schedule
- Coordinate with appropriate departments to meet operational security needs, including facilities maintenance and capital projects; offsite school-sponsored activities (field trips, recreational activities, special events); afterhours school events
- Work closely with administrators to address and correct safety/security issues on school campus

Preferred knowledge & skills

- Strong interpersonal communication skills
- Ability to joyfully collaborate with community members to create a safe and secure campus
- Ability to oversee and direct work of others

Minimum qualifications

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.

- Experience in law enforcement and educational environment preferred

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

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