



**Job Title:** Director of Safety and Security

**Department:** Operations

**Reports To:** Business Operations Director

**FLSA Status:** Exempt

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## Job Description

### Purpose

Directs the School's security functions, including physical security & safety of employees, students, parents, the facilities and assets.

### Qualifications

Minimum 5 years of direct experience and Bachelor Degree in related field or a combination of work experience & education. Law Enforcement background is preferable with experience in a school or campus setting. Must possess First Responder experience, such as with EMS, Fire, Police, State Patrol or Military training.

### Essential Job Functions

#### Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Biblical integration at all levels of learning, discipline and professional work.

#### Safety & Security

- Create and implement security standards, policies, and procedures including emergency response plans and procedures
- Identify, investigate, or resolve security breaches and liability exposures
- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures
- Plan, direct, or coordinate security activities to safeguard company assets, employees, students, guests, or others on School property
- Develop, implement, manage, and evaluate policies and methods to protect personnel against harassment, threats, or violence
- Develop, conduct, support, or assist in governmental reviews, internal corporate evaluations, or assessments of the overall effectiveness of facility and personnel security processes.
- Train and equip teachers and staff on safety procedures and protocols.
- Schedule and lead emergency preparedness drills throughout the school year
- Assess risks to mitigate potential consequences of incidents and develop a plan to respond to incidents

- Direct and participate in emergency management and contingency planning including management of the safety reunification software.
- Manage and implement security technologies (Raptor, background checks, etc)
- Develop budget for security operations
- Write and/or review security-related documents, such as incident reports, proposals, and tactical or strategic initiatives
- Maintain security/legal information in FACTS database
- On site presence and management of security at all school-wide night time events including but not limited to; Fine Arts events, parent teacher conferences, open houses, and other special events
- Management and oversight of the drop off and pick up process including but not limited to; daily active participation and supervision in pick up and dismissal, mitigating emergencies, assigning staff to support the drop off and pick up process, and actively maintaining security engagement.
- Proactively pursue security grants to improve security aspects
- Cultivate, recruit and train volunteer security staff.
- Proactively engage with students and staff to provide behavior supports, instruction to prevent bullying and instruction to prevent the influence of sexual predators

#### **Additional Duties or Responsibilities**

- Establish a presence in the building through high visibility and classroom walkthroughs
- Establish and Maintain Interpersonal Relationships on campus
- Maintain knowledge of current developments in the areas of active shooting, CPR, AED, CPI and Use of Force.
- Daily grounds inspections, including gym and outdoor playground areas.
- Responsible for the Schools Concealed Carry of Weapons policy, enforcement & training of staff, volunteers & parents.
- Ensure confidentiality of all school/student/parent records stored both as hard copies and electronic files.

#### **Physical & Mental Demands**

Work is performed inside a school environment and outside surrounding grounds and requires the ability to walk continuously for long periods of time, be ready to quickly address and get to any emergency situation on campus in a timely manner, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

Emergency situations may cause stress or anxiety in and around this position.