

**Name:****Job Title:** Director, Campus Security/Safety**Appointment:** Full-Time**Contract Period:** 12 Months**Reports to:** Vice President of Campus Services

Job Summary: The Director is responsible for overall planning, supervision, training, coordination, and implementation of the St. Agnes Academy – St. Dominic School Campus Security and Safety. The Director will supervise the Security/Safety staff and all aspects, responsibilities and programs required.

Essential Duties and Responsibilities:

- Supervise security personnel, including hiring, training, managing and scheduling for daily operations and special events.
- Oversee the development of a campus safety and security plan to include a training program for faculty and students.
- Coordinate an annual training that challenges our faculty and students toward preparation for any emergency or crisis.
- Administer, plan, prioritize, assign and supervise the work of the staff involved in campus security operations.
- In cooperation with administrators, establish and develop proper security policies, procedures and guidelines to provide safety and security of life and property on campus.
- Support school policies and the teachings of the Catholic church in words and actions.
- Conduct budget preparation and administration. Prepare realistic and fiscally sound annual and special budgets to achieve department/campus objective.
- Act as a liaison with local law enforcement and first responders.
- Investigate violations and crimes on campus.
- Participate in all campus disaster preparedness, coordinate communications in time of disaster and implement Campus Disaster Plan.
- Prepare reports on campus safety and security concerns.
- Review all documented campus injury reports and refer appropriately.
- Responsible for establishing patrol procedures and surveillance.
- Communicate with faculty, staff and families as needed.
- Manage security systems, software and equipment to include access control and cameras.
- Develop traffic and parking plans for all events held on campus.
- Administer campus motor vehicle registration and parking/traffic control programs.
- Provide oversight and ownership of campus background check policies.

ST. AGNES ACADEMY

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ST. DOMINIC SCHOOL

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Community Relations:

- Maintain regular contact with administrators, department heads and others.
- Develop and maintain a working relationship with local police, fire and other emergency response departments.
- Represent the department at meetings and special events on campus and other institutions.
- Serve as a member of the school's on-site emergency team.

Desired Qualifications:

- Experience working in law enforcement or military police.
- Experience with emergency planning and incident management.
- Bachelor's degree in a relevant field or equivalent combination of training and experience.
- Capable of getting an Armed Security Guard License from the state of Tennessee.
- Successful completion of state and federal clearances.
- Knowledge in critical incident response technology and communication systems.
- Ability to multi-task and work in a high pressure and fast paced environment.
- Excellent interpersonal skills, including the ability to establish respect, credibility, trust and maintain productive working relationships at all levels of the organization.
- Ability to use discretion and good judgment in a variety of circumstances with proven ability to effectively, continuously and discretely work with confidential and potentially sensitive information.
- Knowledge and experience in applying best practices for safety and security programs, preferably in an academic setting.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives
- Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to llaue@saa-sds.org. The position will remain open until filled.