



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Lower School Security Officer

The Lower School Security Officer is a full-time, salaried position with a 12-month work schedule, beginning July 1. The Lower School Security Officer will report to the Director of Safety and Security.

Position Overview

The Lower School Security Officer provides building safety and law enforcement for the lower school (K-4) campus. The Lower School Security Officer works in collaboration with the Director of Safety and Security to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities and activities.

Duties and Responsibilities

The Lower School Security Officer's essential duties and responsibilities are as follows:

- Serves as the lower school's liaison to the Reading Police Department
- Assumes responsibility for implementation of the school's security plan and security-related policies and regulations at the lower school campus.
- Works with the director to evaluate the school's security program on a continuing basis and recommends changes as necessary
- Regularly walks through the school to monitor activity with respect to safety and security.
- Ensures all doors, windows, and other points of entry are secure when not in use.
- Keeps an eye on security cameras and responds to any alerts or alarms.
- Collaborates with school officials and local authorities to develop and implement emergency response plans for various scenarios, such as fires, extreme weather, or active shooter incidents.
- Establishes positive relationships with students, parents, faculty, and staff to foster a sense of trust and community.
- Ensures that students, faculty, and staff adhere to school policies and procedures.
- Maintains a visible presence during school hours and events to deter potential issues.
- Provides support during emergencies and helps manage evacuations or lockdowns.
- Documents any incidents or security breaches and report them to the appropriate authorities.
- Conducts regular checks of the school's safety equipment and ensure it is in good working order.
- Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention
- Investigates concerns and incidents involving unauthorized entry, trespassing, parking, loitering, theft, vandalism, property damage, weapons, alcohol, drug abuse, and other violations of law and school rules and regulations which may require corrective action and reports them to the school administrators
- Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Participates in appropriate in-service and workshop programs and attends any required meetings.

- Performs any other duties and responsibilities that are within the scope of employment, as assigned by the headmaster

Qualifications

- Criminal Justice degree or equivalent training with ten years of experience
- Knowledge of security measures, security policies and procedures, and crisis management. Knowledge of current laws and regulations governing search and seizure activities
- Strong background in building security, including the design, and set-up and daily operation of digital electronic security systems
- Ability to maintain order and work with groups and individuals on matters of security and crisis management
- Experience in law enforcement, school security and/or public safety
- Experience and expertise in school-related investigative fields, related juvenile enforcement, and the development of juvenile prevention and intervention programs
- Excellent leadership and organizational skills to relate well with students, staff, and administration
- Ability to communicate effectively both orally and in writing, using proper grammar and vocabulary
- Ability to conduct inspections and traverse properties belonging to the school
- Certified training in First Aid/CPR/Stop the Bleed.

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass FBI/BCI background checks.

Application Process

Staff applicants must submit the following in a single email to the attention of the Job Search Committee at careers@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.