



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Director of Safety and Security

The Director of Safety and Security is a full-time, salaried position with a 12-month work schedule, beginning October 1, although start date is negotiable. The Director of Safety and Security will report to the Headmaster.

Position Overview

The Director of Safety and Security coordinates building safety, and law enforcement for the school's two campuses. The Director works in collaboration with the school leadership team to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities and activities.

Duties and Responsibilities

The Director of Safety and Security's essential duties and responsibilities are as follows:

- Serves as the school's liaison to the Police Department, the Juvenile Justice System, Children's Services and other related agencies
- Assumes responsibility for implementation of the school's security plan and security-related policies and regulations. Evaluates the school's security program on a continuing basis and recommends changes as necessary
- Prepares and administers the security department budget
- Oversees the placement, use and maintenance of school electronic security equipment including ensuring appropriately posted notices, and oversees the retention, storage, and security and disposal of recorded footage and ensures appropriate access and use of recorded footage
- Monitors anonymous reporting systems and social media as a component of threat assessment
- Ensures application of safety and procedural protocols to public events, sports events, and other extracurricular school activities
- Establishes and maintains a School Safety Program including:
 - Appropriate lighting and signage
 - Building safety system
 - Building surveillance systems
 - Equipment identification procedures
 - Student and personnel identification procedures
 - Visitor registration and identification procedures
 - Emergency plans for evacuations, lock downs, reunifications and other crises
 - Safety staff orientation and training programs
 - Effective and efficient deployment of safety personnel
 - Coordination of services with local, State and Federal Law enforcement and emergency agencies.
- 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
- Monitors buildings and grounds, including exits, and prevents unauthorized entrance and exit of school property
- Serves as the district liaison to Federal, State, County, Local and civil defense and emergency planning committees
- 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.