



Director of Community Safety

JOB SUMMARY

The Director of Community Safety manages and oversees all aspects of security for the Parish Episcopal School (the "School"). This individual is a key team member in the management of risk and the monitoring of security and safety of all students, parents, guests, and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful Director of Community Safety will have strong written and verbal communication skills, think strategically, possess judgement in handling a variety of situations within a diverse community, be able to utilize technology to enhance security, and promote the School's Mission and Diversity statements and philosophy.

Parish Episcopal School has two campuses. The Midway Campus at Midway and Sigma Roads has approximately 325,000 square feet of space under one roof and the property is approximately 50 acres. The campus houses students in grades 3-12 with approximately 900 students and 190 employees. The Hillcrest Campus at Hillcrest and Spring Valley Roads has approximately 49,000 square feet within 4 separate buildings. The campus houses Pre-K 1-2nd grade with approximately 225 students and 55 employees. The Hillcrest Campus is owned and managed by the Church of the Transfiguration (the "Church").

The duties and responsibilities apply to both the Midway and Hillcrest campuses, unless otherwise noted below. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties or responsibilities may change at any time with or without notice. Must be able to meet physical requirements of the position.

Strategic

- Work with School leaders in monitoring and assessing internal threats
- Work with School leaders responsible for after-hour and off-site activities to implement and monitor security measures
- Work with the Church security task force on implementation of security measures for the Hillcrest Campus
- Develop proposals and participate in third party security assessments
- Attend professional development courses in safety, security, and implicit bias
- Work with School leaders responsible for inclusion, equity, and belonging to employ community safety practices that promotes safety within a diverse community with respect to cultural, racial, and ethnic diversity or other identities

Tactical

- Interface with police and fire professionals (Farmers Branch for Midway and Dallas for Hillcrest) including routine scheduling, and strategically communicating with police and fire professionals for training opportunities
- Develop and update security policies and procedures
- Monitor car pool traffic flow and parking during special events
- Schedule and conduct all safety drills
- 24/7 responder to emergencies and coordination with key management responder team

Technology

- Coordinate with Technology and the Business Office in recommending safety and security equipment purchases, upgrades and capital improvements
- Maintain and monitor security cameras, fire alarm system and building access controls
- Maintain and upgrade Easy Lobby background check system and Titan emergency phone application

Communications

- Update the School's Crisis Management Plan and train staff

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Attends Staff Development meetings
Attends Administrative Team meetings
Attends School functions

Attends Risk Management Committee meetings
Attends Chapel

SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of the police officers, Midway Campus front desk receptionists, and evening security.

QUALIFICATIONS

Education and Experience:

- Experience in law enforcement, military and/or organizational security required
- Experience in supervisory and training role
- Experience working in a diverse community
- Bachelor's Degree or equivalent strongly preferred

Job Knowledge, Skills, and Abilities:

- Effective interpersonal skills; specifically for addressing potential conflicts.
- Ability to take charge while responding professionally and calmly in emergency situations.
- Ability to analyze security and safety risks and make appropriate recommendations within a school setting.
- Effective communication skills to express ideas clearly and concisely in written and oral form.
- Ability to work effectively with employees, students, parents, school administration and local law enforcement representatives.
- Available to work all shifts (day, evening, night, weekends and holidays) as needed, to include special events.
- Strong organizational and analytical skills; ability to identify safety and security enhancement opportunities and implement process improvements; ability to effectively coordinate with colleagues across all departments of the school
- Excellent leadership and communication skills; ability to effectively interact with students, parents, guests, and employees in a diverse community
- Self-motivated, independent and tendency to take initiative

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

Office Environment

Classroom Environment

Works Primarily with Students

Works Primarily with Adults;

Some Exposure to Students

Travel - Light

Travel - Heavy

Evening and/or Weekend
Commitment - Light

Evening and/or Weekend
Commitment - Heavy

Inside

- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances

- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 325,000 square feet, 50 acres

- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

Qualified candidates should send a cover letter and resume' to employment@parishepiscopal.org
