



DIRECTOR OF CAMPUS SAFETY

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9–12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Summary

Reporting to the Chief Financial Officer, the Director of Campus Safety is responsible for overseeing the systems and processes that safeguard the physical safety of the school's students, employees, residents, visitors and campus. The Director of Safety will provide "hands-on" support as well as overall leadership in creating and maintaining a safe school community. The Director will be a visible presence on campus in order to build supportive relationships with all members of the school community. Additionally, this position will be responsible for leading the school's Emergency Response Team "ERT", overseeing campus safety policies, procedures, drills and safety initiatives and will serve as a member of the Enterprise Risk Management "ERM" Team. While the majority of this role is focused on campus safety, this employee may be occasionally deployed to support other operational functions within the school.

Essential Functions / Responsibilities

- Oversee the Emergency Response Team "ERT". Manage school safety drilling policies, cadence and modify where necessary to comply with best practices. Coordinate and conduct periodic table top exercises and ensure appropriate training for team members.
- As a member of the Enterprise Risk Management (ERM) team, participate in meetings and collaborate on risk mitigation measures to support the School's goals.
- Maintain, review and revise as necessary the School's Emergency Response Plan and ensure institutional understanding of the plan where applicable.
- Create a long-term plan for campus safety and security and move the school towards ever-improving campus safety and security.
- Work with the Dean of Students Office on issues of student safety and security, managing healthy communication with faculty and Administration.
- Manage communication around campus safety and security.
- Monitor campus for unknown or unwanted occupants/visitors. Supervise, schedule and create work plans for one direct report (overnight coverage) and manages an outside contract with a third party security resource provider. Serve as point person for overnight staff by providing support, reviewing and monitoring daily reports to ensure policy is being followed, and following up on areas of campus that need attention.



- Execute/manage a work plan of evening protocols and practices that ensure all campus buildings and spaces are secure.
- Collaborate with the Director of Facilities on the monitoring of all alarms, and assist with fire inspections and adherence to code within campus buildings and housing.
- Manage, in collaboration with Directory of Technology, electronic access system, FOBs, and security cameras.
- Be a visible security presence and assist in crowd control for school events such as; athletic events, graduation, parents weekend, etc.
- Serve as a liaison with local, state and federal authorities and emergency agencies.
- Participate in industry safety group professional organizations and collaborate with peers at surrounding schools.
- Support other areas of operations as needed and perform other duties as assigned.

Qualifications

The ideal candidate for this position will have a genuine interest in working in the field of education with high school-aged students. In addition, a willingness to learn the culture of this institution and support its goals is paramount. The ability to interact with people of all ages, potentially in emotionally charged situations is essential to the success of this role. This position requires an individual who is highly organized and able to communicate clearly and effectively across various constituencies. While some portion of this role is reactive, the ideal candidate will be forward thinking - always planning and training for the future.

- Previous law enforcement and security experience with working knowledge of effective safety strategies, processes, procedures and guidelines is preferred.
- Able to work as a team member with faculty, staff, students and visitors.
- Current driver's license with good driving record.
- Demonstrate good organizational/priority management skills, and oral communication skills.
- Ability to multitask and prioritize work, ability to meet multiple and often competing deadlines.
- Demonstrate ability to maintain confidentiality, display sensitivity to unique role security plays in a school setting.
- Ability to work effectively with minimal supervision and has initiative.
- Ability to meet the physical requirements of the job including but not limited to walking the campus, climbing stairs, ladders, scaffolds or platforms and lifting/carrying objects.
- Must be able to perform duties at night, some weekends and during inclement weather when needed.

To Apply:

This position is a 12-month, full-time, exempt opening. Salary is competitive, and the employment package consists of excellent benefits, including outstanding health and dental coverage and retirement plan. To apply, please send a cover letter, resume, and three professional references (references will not be contacted without notifying you) to: HR@Frederickgunn.org. Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.



The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.

Core Values

Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.