



ST. JOHN'S PREP

Substitute School Safety Officer

School safety officers at St. John's Prep are responsible for the safety and security of persons and facilities before, during and after the school day. School safety officers report to the Assistant Principal for Student Life and work daily with the Dean of Students. The position of substitute school safety officer requires being on call for work when needed. Occasional evening, special events and weekend hours may be available.

**St. John's
Preparatory School**
72 Spring Street
Danvers,
Massachusetts
01923

www.stjohnsprep.org

The substitute school safety officer will:

- Provide security by providing surveillance on campus and ensuring proper display of school I.D. badges
- Visually patrol buildings, building grounds, and parking lots to observe unusual behavior and to prevent theft and vandalism
- Provide ongoing contact with the Assistant Principal for Student Life or the Dean of Students in the event of safety violations on campus
- Issue school parking violation notices where necessary
- Help to direct traffic in order to maintain safety when needed
- Assist with bank deposits
- Report emergencies immediately to the Dean of Students
- Answer routine inquiries and direct visitors to appropriate areas
- Assist school administrators in developing safety procedures
- Remain current on accepted school safety procedures
- Perform other duties as assigned by the Assistant Principal for Student Life, Dean of Students or the Principal/Associate Head of School

Interested candidates are asked to send a cover letter and résumé to Tracii Schaeublin tschaeublin@stjohnsprep.org. Please no phone calls.

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