



CAMPUS SAFETY & SECURITY MANAGER



MARK
DAY
SCHOOL



OUR MISSION

Mark Day School discovers and nurtures what is finest in each child in a vibrant, inclusive learning community. Innovative and full of heart, Mark Day School strives to develop well-rounded critical thinkers in a challenging program that fosters academic excellence and responsible world citizenship.

MARK DAY SCHOOL AT-A-GLANCE

Mark Day School is an independent, all-gender, K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380 students. Innovative, inclusive, and full of heart, Mark Day School unites an enriched, challenging academic program with a kind and inclusive community. The school nurtures a love of learning, engagement in the community, and development of compassion and an ethical framework. Students learn and practice the intellectual, social, and emotional skills they will apply to the unique challenges and opportunities of their time; graduates stand out not only for their intellectual curiosity and pursuit of ideas but also for their joy of learning and a deep sense of responsibility to be active, engaged citizens.

Mark Day School has established a consistent practice of thoughtful innovation in its curricular program, focusing on current century skills and concepts including four cross-disciplinary literacies: cross-cultural literacy, media and information literacy, eco-literacy, and social and emotional literacy. Highlights include the award-winning Media Literacy program; well-established local and global partnerships with the Hamilton School, Marin Head Start, eSibonisweni School and Kliptown Youth Program in South Africa, and Beijing Experimental Primary School #2 in China, and Pan American School in Costa Rica, among others; Boxlight and FrontRow technology in every classroom, with a one-to-one laptop program beginning in sixth grade; Mandarin and Spanish language beginning in kindergarten; an integrated Social and Emotional Learning program; a commitment to differentiation across the school; and more.

Mark Day School is a vibrant and diverse community, and all community members continue to work towards the furthering of an inclusive and supportive school. Mark Day School is an equal opportunity employer committed to excellence through diversity and multiculturalism. Mark Day School salary and benefits are very competitive by both NAIS and regional standards. For more information about Mark Day School, please visit our website (www.markdayschool.org).

380 students K-8

20+ years average faculty experience

7:1 overall student:teacher ratio

40% students of color

4 global partnerships

2 languages taught K-8

24% of families pay below the top of the tuition index



CAMPUS SAFETY & SECURITY MANAGER

FULL TIME / STARTING AUGUST 2022

Mark Day School seeks a Campus Safety & Security Manager to lead Mark Day School's campus safety and security efforts, serve as a primary liaison with all visitors to the Mark Day campus, and provide the first touchpoint for visitors to the school.

Essential Functions:

- Oversees Campus Security, in close collaboration with the Director of Facilities and Director of Finance and Operations.
- Ensures that visitors are greeted on the outward perimeter, and directs visitors to the front office to check-in upon visits during the school day.
- Outward focus of welcoming and monitoring as opposed to "inward" focus on students and faculty/staff.
- Monitors, reviews, and walks the perimeter of the campus prior to the start of school, during school hours, and at the end of the school day.
- Protection of the campus, via preventative, de-escalation, and deterrent methods and notification of proper authorities (as applicable).
- Responds professionally to requests related to safety and security by school employees and administrators, parents, and other visitors to Mark Day School.
- Properly notify Director of Facilities, Director of Finance and Operations, Administrators, and Head of School, and local authorities (as appropriate) of any suspicious activity.
- Ensures appropriate oversight at school functions as requested by Mark Day School administration.
- Collaboration
 - Close collaboration with the Director of Facilities and Director of Finance and Operations for all campus-related needs.
 - Works in tandem with the front office team in greeting and checking visitors into and out of the campus.
 - Manages the relationship and coordination with our evening and special events contracted security patrol.
 - Liaison to local authorities for campus safety.
- Management and Monitoring
 - Actively monitor the school calendar weekly and daily to ensure appropriate security and surveillance oversight according to the needs of the school.
 - Maintain a security log of all activities and incidents occurring during the school day.
 - Respond to and report incidents involving the security and safety of students, faculty, staff, and visitors.
 - Operate and monitor all appropriate control panels, alarms, and all related security equipment, and respond to all alarms.
 - Monitor entry to school (including gates and established routes), including safety during carpool of pedestrian crosswalks and car traffic.
 - Communicate proactively and respond to communication promptly.
 - Make regular walks around campus throughout the day.
 - Monitor and resolve actions by visitors that could cause injury or loss to school or employees.

Required qualifications:

- Experience in a K-8 and/or elementary school.
- Licensed/Certification
 - Has completed the school security guard training, as required by Business and Professions Code (BPC) section 7583.45 (per BSIS, the Bureau of Security and Investigative Services of the Department of Consumer Affairs).
- Unarmed presence at all times.
- The ability to work independently and to take initiative.
- Strong communication and interpersonal skills with proactive engagement.
- Working knowledge of appropriate security enforcement methods, techniques, and procedures; including de-escalation practices.
- Working knowledge of Mark Day School organizational policies and procedures including appropriate human resources compliance.
- An ability to recognize problems and choose the appropriate solution from among several.
- The ability to use and learn technology, including but not limited to Google Suite.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to read simple instructions and operate independently during shifts.
- Must provide identity for employment in the United States.
- Must provide a minimum of four professional references.
- Must complete all school compliance training and requirements.

Preferred qualifications:

- Minimum of 8 years experience.

Physical Work Environment:

- Normal Work Hours are 8:00 am - 4 pm; hours and shifts may vary with the needs of the school.
- Workday regularly includes multiple or conflicting demands, deadlines, and time pressures.
- Work regularly requires sustained concentration.
- Work requires considerable physical effort or manual dexterity.
- Sufficient vision (with correction) to read and to observe more distant objects.
- Ability to do considerable walking in order to make rounds of the campus.
- Sufficient stamina to work outside in bad weather conditions when required.

READY TO APPLY? Interested candidates should send a letter of interest and resume via email to businessoffice@markdayschool.org.