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Title: Safety Officer, Hillcrest Campus  
Classification: Salary; Non-Exempt (9.5 months)

Status: Full-time; 40 plus Hours per Week  
Reports to: Director of Community Safety

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#### POSITION OBJECTIVE

Safety Officer is responsible for building and grounds security during the weekday hours. The primary purpose of this position is to ensure that the building and grounds are monitored and secure when faculty/ staff, students, parents, and visitors are present on campus. Monday – Friday, 10:00 a.m. – 6:00 p.m.; additional hours as needed for Special Events.

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#### QUALIFYING CHARACTERISTICS

- High school diploma or GED.
  - A minimum of 2 years' experience as a security officer required. Security training and/or certification highly desirable.
  - Ability to think critically and logically during high stress situations or emergency.
  - Ability to communicate effectively with all constituents in a school environment.
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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*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. Duties, responsibilities, and activities may change at any time with or without notice.*

- Working knowledge of access control, security cameras, and up to date security technology related to school security.
  - Understanding of budgets and ability to work closely with operations staff and vendors.
  - Responsible for monitoring security systems including fire alarm panel, building access, building management and video surveillance. Ability to write incidents reports, answer phones, use radio equipment.
  - Respond immediately to alarms (fire system, mechanical and building access) and communicate issues with Building Engineer, Director of Community Safety, and Director of Operations.
  - Monitor activity in the buildings and outdoors based on event calendar kept on Microsoft Outlook. Responsible for opening building for scheduled events and reporting any unscheduled activities to the Director of Community Safety.
  - Periodically patrol building and grounds maintaining a high level of visibility on campus. Complete a daily log of activity and incidents after each shift.
  - Approach and question unfamiliar persons on the property.
  - Secure campus by checking all exterior doors and campus access points before the end of shift.
  - Perform ID checks of parents, visitors, or vendors through the Easy Lobby system.
  - Coordinate emergency drills and procedures throughout the school year.
  - Available for overtime on weekdays and/or weekends if extra coverage is needed due to illness or absences.
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#### SUPERVISORY RESPONSIBILITIES

- No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe
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#### PHYSICAL REQUIREMENTS

- The ability to walk, sit and/or stand for prolonged periods.
  - Occasional lifting, carrying, pushing, and/or pulling.
  - Work primarily in a traditional climate-controlled office environment.
  - Work intermittently in outside weather conditions, including extreme heat and cold.
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The above description covers the most significant duties performed but does not exclude assignments not mentioned.

*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](mailto:employment@parishepiscopal.org)