



# Friends' Central School

## Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 800 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

## Campus Safety Officer

Campus Safety Officers (CSOs) of Friends' Central School (FCS) are key members of our community. Their goal is to develop our students' ability to become intelligent, compassionate problem solvers who are active, involved citizens, and visionary leaders. CSOs help to promote an educational environment where learning flourishes. CSOs support and protect the safety of students, faculty, staff, and visitors within the available resources and in partnership with the Lower Merion Police and Fire Departments. This is a full-time exempt position that reports to the Director of Campus Safety and Security.

## Duties & Responsibilities

- Patrol buildings and grounds of Friends' Central School's City Avenue and Lower School campuses, on-foot patrol, four-wheel all terrain vehicle, and with a vehicle
- Communicate in a respectful and friendly manner the rules of FCS
- Assist in ensuring the safety and protection of students, staff, and visitors on FCS property and render assistance and transportation as needed
- Promote FCS rules pertaining to security, safety, and proper usage of FCS property, and be alert for hazards on the premises which would endanger the safety of persons on campus
- Report all irregularities, fire hazards, leaks, etc., to the physical plant staff and document on your daily log

- Lock and unlock all doors and examine windows, lights, and gates to ensure that they are secure; file reports where corrective action is required
- Investigate incidents and submit reports on all types of events on FCS property
- Provide assistance to emergency vehicles coming on campus
- Assist and observe authorized persons entering and leaving the campus and observe departing individuals in order to protect persons and property
- Regulate vehicle and pedestrian traffic on campus to maintain an orderly flow.
- Inspect equipment and machinery for hazards and report any concerns immediately to the physical plant staff
- Be courteous and tactful with students, employees, and visitors at all times and assist by giving calm and detailed information and directions
- Respond to all fire alarms and assist with fire and lockdown drills
- Respond to all emergency situations
- CSOs jurisdiction is limited to Friends' Central School campuses only
- Perform other duties as assigned by the Director of Campus Safety and Security

### **Qualifications**

- High school diploma or equivalent
- A valid driver's license
- A minimum of one-year's experience in security work desired
- Ability to communicate verbally and in writing and an ability to work with diverse groups of people
- Certification and an ability to maintain certification in CPR/AED/First Aid
- Readiness to work all shifts under all weather conditions
- Ability to walk/stand for a period of 5 hours
- Familiarity with computers and an ability to generate incident reports
- Ability to lift 50 pounds
- Pass a pre-employment background investigation

### **Task Accomplishment Checklist for New Campus Safety Officers**

At a minimum, the below tasks will be taught, and the new CSO shall demonstrate that they can accomplish the below listed tasks. These tasks must be completed prior to the 90-day probationary periods.

- Demonstrate the ability to answer and use the telephone and radio
- Demonstrate the ability to locate all silent alarms and understand their functionality
- Demonstrate the ability to use/understand the fire systems
- Demonstrate the ability to locate all buildings on campus
- Demonstrate the ability to investigate an incident and properly fill out an incident report
- Demonstrate the ability to properly enter remarks in the daily blotter

- Demonstrate the ability to direct pedestrian and vehicular traffic on campus
- Demonstrate the ability to handle and control a complex situation or crisis
- Display proper attitude and courtesy towards students, staff, and visitors to campus
- Understand the confidentiality and scope of authority in regard to information and reports
- Demonstrate the ability to lock and unlock doors
- Demonstrate the ability to communicate important information to other officers and FCS staff
- Demonstrate the ability to provide a competent and friendly presence at FCS events

Interested candidates should send a resume, cover letter, including salary requirements, and three references to [careers@friendscentral.org](mailto:careers@friendscentral.org).

*Currently, Friends' Central requires COVID-19 vaccines for all faculty, staff, and students. There will be limited exemptions for medical or religious reasons.*

*Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community, who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).*