



Eagle Hill School, a life changing experience, offers children with language-based learning differences the opportunity to grow into capable, resourceful students with the self-confidence and character necessary to meet the challenges they will face as life-long learners.

Job Title: Director of Security and Safety

Duration: School year contract annually renewable

Purpose: Director of Security and Safety protects and safeguards the Eagle Hill School community. Director of Security and Safety works with the senior Administration in providing security for campus community members and maintaining security of campus buildings, ground and facilities.

Reports to: Director of Athletics and Operations

Key Responsibilities

- Assist with the control of entrances and exits of visitors, students and staff; meets and greets students, staff and visitors in a friendly and courteous manner.
- Patrols and surveys hallways, common areas, grounds and parking lots.
- Assist with the control of traffic, particularly during drop off and pick up times.
- Coordinate with the Front Office to assist visitors and check for visitor passes. Escort unauthorized visitors off campus.
- Assist during crisis situations, including fire drills, lockdowns, evacuations and related emergencies.
- Coordinate lockdown drills
- Check and maintain security of all exterior doors during scheduled school hours.
- Monitor outdoor activity with attention to recess activity.
- Monitor security cameras for the campus.
- May assist Administration with the investigation of illegal activity within the school.
- May provide security at sporting events and/or extracurricular activities outside of school hours including weekends, evenings and occasional nights.
- Assist Police and other emergency responders as necessary.
- Watch for and report fire hazards or other unsafe conditions to the Director of Facilities.
- Maintain appropriate confidentiality as to school population and matters.
- Assist with state safety inspections and registration renewals of school vehicles
- Perform other job related duties as assigned.

Qualifications

- Must maintain certification in CPR, AED, First Aid and Restraint.



- Must hold or be able to legally possess a valid State of CT. pistol permit
- Must have a minimum of 5 years' experience in law enforcement and must have a retired or separated in good standing from an organized police department.
- Must be able to pass a background check including an acceptable letter of conduct from previous employment as a Police Officer.
- High School Diploma
- Possess excellent written and verbal communication and interpersonal skills
- Desire to assist in maintaining and enhancing cooperative relationships in a school environment and the community
- Ability to effectively communicate with school personnel, students, parents and local law enforcement
- Must be comfortable with computers and operating software for video and security systems.
- Must have the ability to react quickly and calmly under emergency situations.

Physical Requirements

- Physically able to respond to the essential functions of this job with or without accommodations
- Have full range of mobility in upper and lower body
- Able to work in various positions; bending, sitting, kneeling and standing for extended periods of time
- While performing duties of this job may be exposed to weather conditions for periods of time

Hours

- 7:45 to 4:15 Monday through Thursday when school is in session
- 7:45 to 1:45 on Fridays when school is in session
- School is in session for about 180 days from early September to mid-June
- Special events as needed

FLSA Job Classification:

- Full-Time Non-Exempt Salaried