



# ST. JOHN'S PREP

## Director of Safety and Emergency Management

### About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian spiritual values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do, and stand for GOOD in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

### Position Overview and Responsibilities

The inaugural Director of Safety and Emergency Management has the primary responsibility for crisis preparation, response, and management. This position reports to the Principal/Associate Head of School. The Director must be willing to develop a collaborative relationship with the campus community. The Director will be responsible for compliance with all applicable state and federal regulations. The Director will work closely with a wide range of campus leaders, in particular the Office of Student Life and the Office of Facilities to collaborate on all risk management assessments related to campus safety.

This is a full time, year-round position.

### Responsibilities Include:

- Conduct an extensive campus wide audit of all crisis response, emergency management protocols, and infrastructure, and present a three-year plan to enhance campus safety and emergency management at the conclusion of St. John's 2024 fiscal year (June 2024).
- Conduct a regular audit of all safety and emergency management plans and develop short and long term plans to develop and enhance the School's ability to respond to crisis situations.
- Oversee all systems related to crisis management / emergency response and ensure all systems are up to date, functioning, and online.
- Conduct drills and training programs, in collaboration with the Office of Student Life and the Office of Human Resources, for all students, faculty, and staff.
- Present training materials and school emergency response plans as part of the on-boarding process for new faculty, staff, and students.
- Present an overview of school emergency preparedness and plans for parents, via webinar on a biannual basis.
- Serve as primary liaison with all law enforcement and emergency services including Danvers Police, Danvers Fire, and EMS.
- Collaborate with the Facilities team to identify potential hazards and safety concerns, as well as develop a plan to mitigate risk.

- Serve as incident supervisor, in collaboration with Principal/Associate Head of School and Head of School, in the event of a campus emergency or crisis.
- Conduct debriefing sessions after drills and events to record learning, identify areas of growth, and necessary action items.
- Assess, enhance, and implement training programs to prepare members of the community to address crisis/emergency/safety issues.
- Collaborate with all staff and teams hosting events and programs to assess safety/emergency preparedness needs.
- Oversee visitor management process and work with appropriate staff to train them on use of the system and how to address concerns that may arise.
- Collaborate with School Nurses regarding responses to medical emergencies, oversight of AEDs, and training in AEDs / CPR.
- Supervise campus safety officers.
- Oversee, develop, and enhance on campus two-way radio communication and provide training as needed.
- Work with safety officers to create regular patrols of campus.
- Actively participate in professional learning opportunities focused on school based emergency management and safety.
- Coordinate presence of outsourced safety resources for larger campus events and programming.

### **Position Requirements:**

- Understand and model the mission, vision and values of St. John's Prep as an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6-12.
- Demonstrated knowledge of emergency management/crisis response as well as an ability to debrief and process events as a way of enhancing preparedness.
- Strong customer service skills and ability to relate to a wide range of people including students, parents, faculty, staff, vendors, and prospective families.
- Strong interpersonal skills in diplomacy, tact, and discretion; maintain appropriate boundaries with students and be able to handle stressful situations and confidential information efficiently and discreetly.
- Proficiency in technology and/or ability to learn and utilize Google Suite of applications, including Gmail.
- Possess effective written and oral communication skills
- Ability to exercise sound judgment and resolve problems quickly and independently.
- Ability to collaborate and function well in a team environment.
- Is a self-starter and possesses a positive attitude and strong work ethic.
- Enjoys working with culturally diverse populations.
- Proven to be organized and detail-oriented within a fast-paced work environment.
- Citizenship, residency or work visa required.
- Must have reliable transportation.
- In addition to his or her regularly scheduled workweek, the director must be generally available to respond to emergencies and crisis situations outside of normal hours.

## **Education and Experience**

- Associates degree or higher preferred
- Extensive experience in law enforcement preferred

## **Physical Requirements:**

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit [www.stjohnsprep.org](http://www.stjohnsprep.org).

Interested candidates are asked to fill out [St. John's online application for employment](#), which can be found on the Employment page on [stjohnsprep.org](http://stjohnsprep.org). If you need assistance with the application or have questions, please email Assistant Head of School for Human Resources Tracii Schaeublin P'22 '23 at [tschaeublin@stjohnsprep.org](mailto:tschaeublin@stjohnsprep.org). Please, no phone calls.

*Posted August 2023*