



The  
Frederick  
Gunn  
School

## **CAMPUS SAFETY OFFICER**

**[gogunn.org](http://gogunn.org) | Washington, CT**

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

### **Summary**

Reporting to the Director of Campus Safety, the Campus Safety Officer is responsible for working with other departments on campus. The Officer will assist the School in maintaining a safe and secure environment for students, staff, faculty, and residential families. Maintain a high degree of visibility on School property and serve



as a deterrent to crime and enhance the feeling of personal security. Assist law enforcement, Emergency Medical Services and Fire Department personnel with their response to the School.

### **Essential Functions / Responsibilities**

- Using a centralized alarm system, respond to all alarms on campus. Convey information regarding alarms in a timely and professional manner to the appropriate organization (Police, Fire, Facilities Services, etc.).
- Respond to requests for assistance from the The Frederick Gunn community in a timely manner.
- Perform vehicle shift patrols and walking foot patrols on campus. This includes, but is not limited to, security patrol, fire watch, locked or unlocked doors and windows, campus lighting, suspicious activities, parking control, crowd and traffic control for special events and outside vendors on campus.
- Must be a visible presence on campus and have the ability to communicate professionally with all constituents of the Frederick Gunn School community including but not limited to employees, parents and students.
- Answer incoming calls to the safety office as required. Direct callers to appropriate persons, dispense information, and dispatch community safety officers, as appropriate.
- Provide inspection services and reports for emergency lighting, exit lighting, and fire alarm drills on a scheduled basis.
- Complete daily shift reports and work orders.
- Assist with event management as assigned
- Perform other related duties as assigned..

### **Requirements**

- Previous public safety or security experience preferred.
- Valid CT driver's license and good driving record required.
- CT Guard card required within 6 months of hire.
- AED and CPR certification required within one year of hire. Other life safety certifications may be required in the future.



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- Have the ability to work independently and project a positive customer service oriented attitude.
- Excellent verbal and written communication skills required.
- Have the ability to cope with high stress situations in a calm, procedural manner.
- Basic computer skills required.
- To access most buildings on campus, this position will require the ability to ascend or descend stairs on a frequent basis.
- May be required to work other shifts when needed.

The successful candidate has a strong work ethic, a sense of humor, a proven ability to build relationships, a desire to work in a community that sees itself as always learning and growing, and a willingness to grow as a professional. An interest in working around adolescents who often make mistakes, break things, and test boundaries.

### **Physical Requirements**

The position requires an extensive amount of walking around campus and through buildings, climbing stairs, and driving. Lifting and carrying objects is limited but may be necessary from time to time. The ability to be attentive and contribute during meetings with members of the community and project planning meetings is essential.

### **To Apply:**

This is a part-time, weekend shift, Saturday & Sunday, 8am-4pm. This position is a 12-month, non-exempt opening. To apply, please send a cover letter, resume, and three professional references (references will not be contacted without notifying you) to: [mihalyz@Frederickgunn.org](mailto:mihalyz@Frederickgunn.org). Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other*



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provided classifies under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

**BACKGROUND SCREENING:** The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.



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## Core Values

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

We prize faculty who believe resiliently, optimistically, and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning - one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism, and distraction, produces people who care deeply - who become wise, engaged, active citizens.