



Title: Campus Safety Officer

Reports to: Risk Manager & Campus Safety Coordinator

Status/Hours: Full time; normal work schedule M, T, W 3:00 pm – 11:00 pm, Sat/Sun 7:00 am-3:00 pm. Additional hours may be required, and schedule may vary outside of traditional work hours (early mornings, evenings, weekends, etc.) according to department and Salisbury School needs.

FSLA: Non-Exempt Staff

Date: October 2024

Position Overview:

The Campus Safety Officer will be responsible for maintaining a visible and proactive security presence on campus, assisting with emergency response procedures, and fostering a sense of safety and security among students, faculty, staff, and visitors. This position requires strong interpersonal skills, attention to detail, and the ability to respond calmly and effectively in emergency situations.

Key Responsibilities:

- Patrol school grounds regularly to maintain a safe environment.
- Monitor security cameras and respond to alarms or suspicious activities.
- Enforce school policies and ensure compliance with safety regulations.
- Assist with access control, including monitoring entry and exit points.
- Respond to emergencies, administer first aid if necessary, and coordinate with local emergency services.
- Assist in conducting safety drills and emergency preparedness planning.
- Provide escorts for students and employees as needed.
- Reporting on any safety concerns or incidents to the Campus Safety Director

Qualifications:

- High school diploma or equivalent (required); post-secondary education or training in security or law enforcement (preferred)
- Prior experience in campus security, law enforcement, or a related field (preferred)
- Valid driver's license and clean driving record
- Effective communication and interpersonal skills
- Ability to remain calm and professional in high-pressure situations.
- First Aid/CPR certification (or willingness to obtain)
- Ability to work flexible hours, including evenings, weekends, and holidays.

Benefits:

- Competitive salary
- Health and dental insurance
- Paid time off
- Retirement plan
- Professional development opportunities

How to Apply:

Interested candidates should submit a resume and cover letter to mdonecker@salisburyschool.org or complete an online application at www.salisburyschool.org/careers.

Salisbury School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.