



## JOB DESCRIPTION

<b>Position Title</b>	<b>Incumbent(s)</b>
Director of Safety and Security	Open
<b>Department</b>	<b>Reports to (Title)</b>
Facilities	CFO
<p><b>Position Overview:</b></p> <p>The Director of Safety and Security is responsible for guiding, implementing, and managing safety and security measures and protocols to help ensure a safe and secure environment for students, employees, and visitors.</p> <p>The Director will have a background in and strong understanding of safety, security, and crisis management best practices, and will be able to train stakeholders and implement practices into daily school operations. They will be a visible presence throughout the campus, and they will foster strong partnerships with local law enforcement and other community members.</p> <p>A typical day will likely include morning traffic and greeting, patrols of the building exterior and interior, office time (for training preparations, security video review, process documentation, etc.), building monitoring, and end of day traffic and building exit support in the afternoon.</p> <p>The ideal candidate will have deep experience in physical security, emergency preparedness, and facilities safety operations along with a strong desire to participate in a Catholic school community. Candidates will be expected to build strong relationships with staff, students, parents, and other community partners. This position will work closely with many stakeholder groups, both within and outside of the school. This is a 10-month exempt position reporting to the CFO.</p>	
<p><b>Responsibilities to BSM as a Catholic School:</b></p> <p>Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church. As a leader, ensure that all areas of responsibility are operated consistent with the Catholic mission of the school.</p>	



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### Key Responsibilities:

#### Strategic

- Update and create safety processes and protocols related to safety and security.
- Develop and provide safety and security training materials, and deliver safety and security training for various stakeholders, including employees, students, parents, and community partners.
- Co-chair the safety and security committee.
- Foster and maintain partnerships with outside community partners, including fire, police, homeland security, SLP school district, and other Catholic and private schools.
- Participate in and provide counsel on strategic decisions and capital investments in safety and security, partnering with other team members to deliver effective solutions.
- Ensure compliance with local, state, and federal safety regulations.

#### Tactical

- Maintain a visible presence throughout the school day, both inside and outside the school building. Effectively balance enforcement of policy while maintaining a welcoming environment. *This role is not responsible for handling student discipline.*
- Support traffic management activities, including morning and afternoon drop-off and pick-up.
- Support security system management and monitoring, including on-call duty off-hours (as part of a rotation).
- Support visitor management processes and protocols in coordination with the front desk.
- Support lunch supervision as needed.
- Provide rapid response to campus threats and emergencies (fire, medical, crime, environmental, etc.)
- Lead training of staff, students, and community as needed related to campus safety and crisis management.
- Serve as the primary point of contact for security-related incidents, emergency drills, and incident investigations.
- Ability to maintain flexible work schedule, as needed.
- Work 15-20 events during the school year in this capacity, as well as others as needed.
- Ability to perform other work duties as assigned.



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### Required Skills and qualifications:

- Current and valid license to carry a firearm in Minnesota and must complete annual requalification in firearm use and safety.
- Must undergo regular psychological screening, fitness evaluations, and use-of-force scenario training.
- May be required to wear and maintain approved firearm and security gear while on duty.
- Certified law enforcement officer, military police, or equivalent armed security background.
- In-depth knowledge of physical security practices, use-of-force laws, threat mitigation emergency planning, crisis response, and active shooter response.
- Strong communication, leadership, and problem-solving skills.
- Ability to meet the physical needs of the position, including an ability to lift up to 50 pounds, work outdoors in inclement weather conditions, and spend extended time on your feet and on the move.

### Education/ Experience (Minimum Required):

- Bachelor's degree in criminal justice, security management, emergency management, or related field.
- 5-7+ years of progressive leadership in physical security, law enforcement, or emergency response. Experience in an education or institutional setting is a plus.
- Commitment to professional development through continuous learning.
- Discretion and good judgment in handling sensitive and/or confidential information and situations.
- Ability to work well under pressure to meet deadlines; results oriented.
- EMT certified or trained.

### Job Titles Reporting Directly to This Position:

- None

Completed by:

Reviewed by:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## JOB DESCRIPTION

### Job Demands and Conditions Analysis:

Position Title: Director of Marketing and Communication

Department: Leadership

*Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.*

O = Occasional, less than 1 time per week

S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time

C = Consistent, more than 2/3rds of the time

Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting		X			Works alone			X	
Standing				X	Works with others				X
Walking				X	Customers contact				X
Lifting			X		Shift work				
Carrying		X			Extended day				
Pushing		X			Cold			X	
Bending at waist		X			Heat			X	
Twisting upper body		X			Temperature changes			X	
Climbing	X				Wet			X	
Balancing	X				Humid			X	
Kneeling	X				Noise			X	
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors				X
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards				
Talking				X	Electrical hazards				
Hearing				X	Explosive materials				
Vision acuity - near				X	Fumes				
Vision acuity - far				X	Odors				
Depth perception			X		Dusts				
Field of vision			X		Mists				
Color vision			X		Gases				
Driving		X			Poor ventilation				