

The St. Paul's Schools have an immediate opening for a full time safety and security officer for the 2019-2020 school year.

School Summary

The St. Paul's Schools is an independent, college-preparatory school located in Brooklandville, Maryland. With over 1,300 students from ages six months to grade 12, St. Paul's School and St. Paul's School for Girls share a 120-acre campus, an Episcopal affiliation, and more than 100 current families with children at both schools. The histories of the schools are deeply intertwined, and the school community is truly a family. Governed by one Board of Trustees and overseen by the President of The St. Paul's Schools, each school retains its distinctive identity, traditions and mission while operating as part of a highly coordinated and collaborative system.

A coordinated structure allows The St. Paul's Schools to make the most of its unique model, where boys and girls are taught together and separately at just the right times in their development. In this academically rigorous and nurturing environment, students benefit from a cohesive and sequential curriculum from preschool through grade 12, as well as access to a wide range of classes, facilities and activities across campus. The sharing of resources ensures the continued success of our schools in the highly competitive and ever-changing independent school landscape.

Position Summary

The Schools are in search of a Safety & Security Officers. You will be an employee of the schools and not a security agency. We are looking for permanent year-round employees who are team players. We are looking for special people that will blend well with our tight niched community while being able to enforce regulations in a tactful manner. Starting pay will be \$12.25 per hour.

General Responsibilities

Security personnel patrols building and campus grounds on foot, vehicle & bicycle to prevent and detect fire, burglary, vandalism, trespassers and mechanical malfunctions. Checks of doors and windows in buildings; searches of buildings if found unsecured; patrol parking lots and enforces parking regulations. Provides escort service for students, faculty and vendors when called on. Investigates reports of security breaches and responds to emergency situations. Challenge persons that are trespassing and notify Police if necessary. Major responsibilities include, but are not limited to:

- Assist and monitor emergency drills.
- Patrols campus following prescribed routes
- Investigates malfunctions observed or reported, including problems of temperature, lighting, open windows and doors.
- Prepares a daily activity reports.
- Opens buildings for authorized entries.
- Identifies building maintenance needs not requiring prompt attention and submits work orders to correct noted items.
- Makes appropriate communications in accordance with established procedures to issues requiring prompt attention.
- Assists emergency services, if required.

- Provides vehicle traffic control on campus.
- Provides vehicle parking assistant, as required.
- Escorts students, faculty and service providers.
- Makes established building and property rounds
- Provides a high degree of visibility while on duty.

Key Qualifications

- Prior security experience is not necessary
- High School Diploma or equivalent required
- Must be reliable, timely and responsive
- Candidate must be physically able to patrol the campus and to respond quickly and appropriately in an emergency situation
- All applicants must have a valid driver license and reliable transportation

While performing the duties of this job, physical demands may include:

- Hearing and speaking: Adequate to perform job duties and communicate in person and over the telephone.
- Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
- Requires bending, reaching, repetitive hand movements, standing, walking, running, squatting and sitting.
- May require occasional lifting of objects up to 20 pounds.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. Our school is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our girls and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett at sduckett@stpaulsmd.org. We are an equal opportunity employer.