

## **Director of Campus Safety and Security**

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a full-time, salaried, exempt, year-round Director of Campus Safety and Security with responsibilities to begin immediately. Evening and weekend work will be required based on major campus events or facilities emergencies. This position requires after-hours and 24/7 on-call response as needed.

**Qualifications** (preferred candidates will possess the following qualifications):

- Bachelor's degree or higher
- 5+ years experience in security or law enforcement management
- Demonstrated experience working in successful team development and management, as well as in the implementation of new programs and approaches
- Must be physically able to perform and/or assist with the functions of the positions under supervision when necessary
- A growth-minded approach, with interest in leading, teaching and mentoring
- Ability to work independently and utilize independent judgement
- Ability to maintain strict confidentiality, to interface with a diverse constituency, and to represent the school with integrity and professionalism
- Ability to navigate challenging situations with the utmost professional demeanor
- Demonstrated ability to accomplish goals and objectives within established priority and timeframes
- Excellent interpersonal skills, including the ability to establish respect, credibility and trust while maintaining productive working relationships at all levels of the school
- Proficiency with Microsoft Office and a high level of comfort with Google computing environment in addition to experience with video and access-control databases
- Demonstrated commitment to diversity and inclusion

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

### **Campus Safety and Emergency Management**

- Lead the development and implementation of plans for emergency response and related safety/security issues
- Lead the effort to plan, schedule, train, conduct, measure and review campus safety drills
- Provide and implement recommendations to improve safety drills procedures

- Ensure compliance with operational procedures as they relate to guarding and patrolling physical property
- Participate in Safety and Risk committee(s) meetings
- Plan and execute a communication strategy for campus constituents including best practice outreach program, educational communications, training and customer surveys
- Regularly inspect the campus for security, fire and liability risk

### **Event Management**

- Lead the development and implementation of traffic, parking management and crowd control plans for major campus events
- Work closely with local and school officials to provide fire safety, emergency medical services and security for major school events
- Augment security staff with law enforcement agencies and off-duty police officers as required by specific events
- Manage campus access-control system, and ensure appropriate changes are made to accommodate off-hours events

### **Patrol Operations and Personnel Management**

- Lead and supervise full-time, part-time and on-call security personnel
- Administer procedures, practices and policies that promote campus safety and reduce risk
- Ensure compliance with operational procedures as they relate to traffic control
- Identify and conduct regular training related to traffic management, safety and risk for Security and Facilities staff as well as the larger campus community
- Oversee training requirements for professional staff, and providing training on a regular, ongoing basis
- Perform supervisory functions related to payroll and PTO approval
- Partner with the Human Resources Department to manage and maintain personnel records to ensure certification and endorsement requirements

### **Incident Reports and Investigations Management**

- Review daily reports and departmental activities to identify the need for internal investigations where there is a violation of federal, state, county or city ordinances and laws, or violations of school policy, procedure or protocol, and lead resulting investigations
- Utilize campus security systems and personal interviews to prepare investigation reports for school leadership and, when required, external authorities

### **Internal Audits and Reports**

- Create, generate and manage audits of all security software programs, emergency response kits, security equipment, life safety equipment, etc.
- Follow up on identified issues and make recommendations for resolution of issues
- Maintain departmental procedures and update as necessary
- Plan and manage departmental budget

### **Security Systems and Crime Prevention**

- Manage CCTV, card access, alarm, emergency phones and related security systems
- Recommend opportunities for system improvement and expansion
- Perform multiple surveys of all campus property and facilities on a daily basis

- Develop and deliver crime prevention programs for the Columbus Academy community (internal and external)
- Monitor CCTV systems on an “as needed” basis for special events or during a problem or crisis
- Maintain a working relationship with Gahanna Police Department and act as primary liaison

### **Community Relations**

- Maintain regular contact with administrators, department heads and student groups
- Manage the relationship with the representatives of local government to ensure cooperation and coordination of the security department with law enforcement, firefighting agencies and other governmental and non-governmental emergency response departments
- Act as liaison between school and local emergency service organizations
- Represent the department at meetings and special events on campus and at other institutions

### **Fleet and Equipment Maintenance**

- Work directly with the Transportation Manager to facilitate the maintenance, repair and/or replacement of patrol vehicles
- Regularly inspect and audit the inventory of all equipment issued to security personnel, shared departmental equipment, security systems, including access control, fire alarm and CCTV systems; repair or replace as necessary
- Schedule and negotiate cost of service with equipment vendors (CCTV, access control, digital radios, etc.)

### **Additional Responsibilities**

- Must be able to perform the duties and responsibilities of those under your supervision
- Perform other duties as apparent or assigned

**Physical Conditions** (candidates must be able to manage the following conditions):

- School environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals, carry objects, etc.
- A non-smoking campus

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.