



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: Assistant Dean of School Safety and Security

Reports to: Dean of Students

Employment Status: Full Time, 11 months

FLSA Status: Exempt

Compensation: A competitive salary and benefits package is offered, commensurate with experience.

## Position Description

The Assistant Dean of School Safety and Security plans, organizes, coordinates and manages the programs, services, and activities of security operations; analyzes security requirements and recommends improvements which assure the safety, security, and protection of students, staff, facilities, and the public; communicates effectively with school administrators, direct reports and other staff, local law enforcement and other community representatives to ensure cooperative working relationships; organizes and coordinates work assignments; selects, assigns, trains and supervises, and evaluates staff; provides ongoing training programs to ensure assigned staff are trained in an ongoing and timely manner.

## Essential Job Duties and Responsibilities

1. Develop and maintain effective and professional working relationships with students, parents, staff, administrators and community members with the goal of building positive relationships/partnerships; assisting in positive intervention and support initiatives; and implementing de-escalation, conflict resolution and restorative justice strategies to increase school safety and provide a positive school environment.
2. Develop and maintain procedures and methods for protecting students, staff, facilities and the general school community; recommend changes in school safety and security operations to reduce safety and security risks.
3. Coordinate safe schools, crime prevention and protection activities (e.g. campus
  - a. lock-down, evacuation, and other emergency procedures) to ensure adequate procedures are in place.
4. Participate in the development and implementation of continuous training and coaching of faculty in pertinent policies, procedures and methods to ensure security and safety services are provided in a legal, timely, effective and uniform manner with an emphasis on building positive relationships/partnerships, positive intervention and support, de-escalation strategies, conflict resolution and restorative justice.
5. Develop procedures and provide training for comprehensive disaster preparedness.
6. Oversee faculty prefect assignments to provide security for students involved in activities or events needing extra coverage, to maintain a safe and secure school environment.

7. Investigate and prepare written incident reports on: non-compliance of school policies; matters of disruptive activity; incidents or damage, injury, or other inappropriate activity occurring on school property; produce written reports on any security related matters upon request.
8. Collaborates with other school safety personnel for the purpose of providing information and/or taking action regarding investigations, criminal activities, vandalism for the safety and security of the school site.
9. Maintain current working knowledge of school policies concerning student conduct and discipline and applicable federal, state, local laws, ordinances, policies and regulations.
10. Communicate school safety and security policies and enforcement procedures to students, families, and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
11. Monitor students within a variety of school environments (e.g. classrooms, restrooms, grounds, hallways, cafeteria, parking lots, etc.) for the purposes of ensuring the safety and welfare of students and participants and/or security of facilities.
12. Operate equipment (e.g. two-way radio, computers, photo copy machines, keypad, etc.) for the purposes of improving the effectiveness and efficiency in the completion of jobs.
13. Orients and trains new Campus Security for the purposes of ensuring compliance with established safety, security, and supervision procedures and protocols.
14. Prepares a variety of documents (e.g. incident reports, in-school reports, orders, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
15. Report observations and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules etc.) for the purposes of communicating information to the Dean of Students for follow-up action.
16. Respond to a variety of situations (e.g. accidents, injuries, vandalism, fire alarms, etc.) for the purposes of taking the appropriate action to resolve immediate safety and/or security concerns.
17. Performs other related duties, as assigned by the Dean of Students, for the purpose of ensuring an efficient and effective work environment.

### Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated recent and relevant experience in an educational setting.
3. Knowledge of best practices in security and safety training. Specific experience relating to safety and security in a high school setting preferred.
4. Education equivalent to a bachelor's degree from an accredited organization.
5. Excellent interpersonal skills, marked by the virtues of equity, inclusion and respect.
6. Excellent oral, written and verbal communication skills.
7. Demonstrated ability to work effectively and collaboratively as a member of a team.
8. Proficient with technology such as Microsoft software (Excel, Word, Outlook, PowerPoint).

Interested parties meeting the qualifications and competencies above are encouraged to submit a cover letter and resume to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). Position is open until filled.