



Director of Safety and Security

Hired by: Head of School

Evaluated: Annually

Supervises: N/A

Reports to: Head of School

FLSA: Exempt

The director of safety and security will oversee the planning, implementation, and management of all safety and security measures at our multi-campus institution. The director will coordinate with other directors, key employees, and community partners to provide a safe educational environment for students, parents, staff, and guests.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

Strategic Leadership and Planning

- Maintain and update the school's comprehensive safety and security plan
- Enforce safety policies and procedures, ensuring they are communicated effectively across the organization
- Stay current with the latest safety regulations and industry best practices and incorporate them into the safety programs
- Ensure that protocols and emergency response plans for various situations, including natural disasters, medical emergencies, and security threats, reflect current standards of practice
- Maintain all necessary records with the Emergency Management Services, Ohio Department of Education and Workforce (ODEW), Columbus Police Department, Worthington Police Department, and any other agency
- Coordinate with local law enforcement and emergency services to ensure a unified approach to safety to meet and exceed the ODEW School Safety Standards

- Develop and conduct environmental health and safety training programs for employees at all levels on safety procedures, regulations, and workplace best practices
- Conduct regular risk assessments and security audits, identifying potential hazards and vulnerabilities and implementing appropriate corrective actions consistent with safety standards
- Conduct job-hazard analyses
 - Review and observe tasks involved in the everyday operational responsibilities of all employees
 - Determine requirement levels of PPE, ergonomics, and the likelihood of sprains and strains
 - Document findings
- Assist with the review of policies related to school safety (e.g., Child Maltreatment and Mandated Reporting Policy, Sexual Harassment and Non-Discrimination Policy)
- Promote a culture of safety through continuous communication, training, and engagement with all employees

Daily Operations and Oversight

- Oversee the operation and maintenance of security systems, including surveillance cameras, access control systems, and alarm systems
- Ensure the school's safety and security measures comply with all relevant local, state, and federal regulations
- Maintain all documents annually to meet ODEW requirements and coordinate with outside agencies
- Conduct regular safety drills, including fire, lockdown, and evacuation drills, in collaboration with other school leaders to ensure compliance with standards
- Notify local law enforcement of drills and report efficacy measures
- Manage the Raptor Alert system
 - Maintain the partnership with Raptor Alert
 - Train all staff on Raptor Alert
 - Monitor Raptor Alert drills
- Train all staff on the Emergency Quick Reference Guide and Crisis Communication Plan
- Maintain the bullying and safety reporting hotlines and coordinate with the counseling department and building administration to address any concerns on a systems level
- Collaborate with the Title IX coordinator as needed to ensure student safety
- Coordinate additional security for all school events (special duty officers for athletic games, advancement events, concerts, commencement, etc.)
- Work with the lead counselor to provide suicide prevention training for employees and students
- Lead investigations into safety incidents and accidents, identify root causes, and recommend corrective actions to prevent future occurrences
- Track and maintain security and safety statistics and records, including safety training and incident occurrences

- Coordinate with the facilities team to act as hazardous chemical coordinator and ensure campus compliance with all hazardous chemical standards
- Liaise with Grace Polaris Church to ensure safety policies and protocols

Crisis Management

- Serve on the school's crisis response team, assisting with the coordination efforts to manage and resolve safety or security incidents
- Chair the Safety Committee and Threat Assessment Team
- Manage and mitigate risk for all field trips, overnight class trips, and international trips
- Provide training and resources to staff and students on safety awareness, conflict resolution, and emergency preparedness (e.g., active shooter training)
- Coordinate and lead tabletop exercises annually with school leaders

Community Engagement and Support

- Foster a culture of safety and security within the school community, encouraging proactive measures and open communication
- Develop and maintain strong relationships with students, staff, parents, and community partners to support a collaborative approach to school safety
- Coordinate with the school's counseling team to provide support for students and staff affected by safety incidents or crises, working with local agencies and ministry partners when additional support is needed

Professional Requirements

- Has a minimum of 5 years of experience in safety and security management, law enforcement, or a related field, with at least 3 years in a leadership role
- Possesses a strong knowledge of security systems, emergency response planning, and safety regulations
- Is certified in CPR, First Aid, and AED use or can become certified
- Has experience working in an educational environment (preferred)
- Exhibits a willingness to adjust priorities as needed
- Displays effective leadership skills
 - Approaches leadership with self-awareness, humility, and empathy and understands how his or her leadership affects others and the school climate
 - Takes initiative, works independently, and holds him- or herself accountable
 - Manages multiple projects with converging deadlines while maintaining a positive, can-do attitude and delegating when necessary
 - Possesses the aptitude for thinking “outside the box” and finding creative and effective means for meeting goals and overcoming challenges and obstacles
 - Displays the initiative to learn new skills, techniques, and ways to accomplish projects and goals

- Works effectively with others
- Handles difficult situations well with members from all school constituent groups
- Takes direction, receives suggestions, and is open to being challenged
- Communicates effectively with all constituent groups
- Exudes professionalism
- Displays a commitment to abide by a strict code of confidentiality
- Contributes professionally to the school community
- Develops and executes a plan for professional growth

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/ Running		X	
Kneeling/Bending	X		
Reaching over shoulder	X		
Pushing/Pulling	X		
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier			X
Computer/Printer			X
Summon emergency help		X	
Apply CPR/First aid	X		
Communicate data			X
Strong Communication (Oral/Written)			X
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature