

JOB

DESCRIPTION



DIRECTOR OF CAMPUS SAFETY AT HOLTON-ARMS SCHOOL

LOCATION
BENEFITS
REPORTS TO

Bethesda, MD (Washington, DC area)
Competitive salary and generous benefits package
Chief Financial Officer



POSITION DESCRIPTION

The Director of Campus Safety is a high visibility member of the facilities management team and is responsible for maintaining a safe and secure learning and working environment for Holton-Arms. This is a high engagement role, partnering with senior leadership and all levels of the organization and managing safety and security initiatives, including all aspects of day to day operations, emergency management, and planning. This is a full-time exempt management position.



SECURITY MISSION

The security mission statement of Holton-Arms is to establish and maintain an environment that enables the education not only of the mind, but of the soul and spirit of young women. In achieving this goal, Holton-Arms recognizes the vital importance of enacting protocols, observing best practices and implementing policies that serve to promote a community that remains both socially viable and safe. Holton-Arms supports a collective approach to campus safety that involves the cooperative efforts of faculty, staff, students, parents and other critical stakeholders.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

Administration

- In cooperation with administrators, establish and develop proper security policies, procedures, and guidelines to provide safety and security of life and property on campus.
- Supervise all security personnel, including hiring, training, managing, and scheduling for daily operations and special events.
- Lead emergency planning and incident management, and ensure that necessary policies and procedures are in place.
- Manage and document all emergency incidents as well as safety drills including fire, lockdown, shelter, weather emergency and evacuation drills.
- Provide incident command and coordinate emergency response for incidents such as fires, missing student, or other emergencies.
- Develop traffic and parking plans for all events held on campus.

- Administer motor vehicle registration and parking/traffic control programs.
- Provide oversight and ownership of the Holton-Arms background check policies and databases.
- Serve as a member of the facilities management team and supports the work of the facilities department.

Community Relations

- Maintain regular contact with administrators, department heads, and student groups.
- Act as a liaison between Holton-Arms School and local emergency service organizations.
- Develop and maintain a working relationship with local police, fire, and other emergency response departments.
- Represent the department at meetings and special events on campus and at other institutions.
- Serve as a member of the School's On-Site Emergency Team.

Operations

- Perform scheduled evaluations and regularly monitors performance of all staff members.
- Sponsor and provide in-service training programs for staff and oversees continuing education requirements.
- Commend extraordinary performance, corrects and disciplines inadequate or inappropriate staff conduct.
- Direct, supervise, and coordinate all fire safety equipment, drills, inspections, and systems requirements in conjunction with Facilities Manager of Engineering and Assistant Director of Facilities.
- Manage security systems, software and equipment to include access control and CCTV's.
- Assists with Snow Removal, Graduation and other special events.

This list is representative of those duties and responsibilities that are required of the position. However, the list is not to be considered as all inclusive. A supervisor may assign other duties to meet program requirements of the school.

ADDITIONAL REQUIREMENTS

- Experience with emergency planning and incident management, to include familiarity with the Incident Command System.
- Demonstrated knowledge in critical incident response and current technology and communication systems.
- Ability to multi-task and work in a high pressure and fast paced environment.
- Excellent interpersonal skills, including the ability to establish respect, credibility and trust and maintain productive working relationships at all levels of the organization.

- Strong communications skills – verbal, written, presentation and in-team facilitation.
- Ability to use discretion and good judgment in a variety of circumstances with proven ability to effectively, continuously and discretely work with confidential and potentially sensitive information.
- Experience in effective crisis management, as well as problem-solving.
- Knowledge and experience in applying best practices for safety and security programs, preferably in an academic setting.
- Ability to adapt to changing work priorities: communicate with diverse groups; interact positively/ build relationships with students, staff and parents; maintain confidentiality; work as part of a team; set priorities; and work with frequent interruptions.
- Physically able to perform the duties required for this position and lift 75lbs.
- Proficiency in MS office Products.

All Holton-Arms employees must be fingerprinted and pass a Federal and Maryland State background check, and submit to drug and alcohol testing consistent with employee handbook and work rules.

QUALIFICATIONS

- Experience working in law enforcement or military police highly preferred.
- Prior supervisory experience managing scheduling and staffing for various events.
- Bachelor's degree in a relevant field or equivalent combination of training and experience required.
- Valid vehicle operator's license.
- Current Unarmed Security Guard License from the State of Maryland. Signifying the completion of the requisite 40-hour training or the securing thereof before assuming this position.
- Successful completion of state and federal clearances.

PHYSICAL REQUIREMENTS

Work is performed inside and outside the building with exposure to inclement weather and unpredictable crisis situations and candidate must be flexible with working hours and working conditions, including:

- Ability to walk for long periods of time around campus
- Ability to lift and/or move up to 75 pounds
- Ability to climb stairs
- Ability to sit at a desk working on a computer



HOLTON-ARMS SCHOOL

Founded in 1901, The Holton-Arms School (Holton-Arms) is an independent college-preparatory girls school with 665 students in grades 3 through 12. The School provides rigorous and dynamic programs in the traditional academic areas, the fine and performing arts, and athletics. Here, young women of diverse backgrounds can take risks, learn from mistakes, pursue opportunities for leadership, and build lifelong friendships. Holton-Arms is a vibrant community that values consistency and order as well as creativity and freedom. We seek to develop personal integrity and the sense of responsibility that help young women to make wise and ethical choices. We work to build the values of respect, compassion, and service to others, within the School and in local, national, and global communities.

MISSION

Holton-Arms cultivates the unique potential of young women through the "education not only of the mind, but of the soul and spirit.

QUICK FACTS

Founded	1901
Enrollment	665
Grades	3-12
Faculty & Staff	155 full-time, 40 part-time and 200 seasonal employees
Campus	57 acres with 300,000 gsf of indoor space

TO APPLY

Candidates should send the following separate PDF attachments to jobs@auxs.org:

1. **Cover letter** addressed to:
Holton-Arms School
RE: Director of Campus Safety
c/o AUXS
2. **Resume or CV**
3. **A list of four or more references** (including name, title/organization, phone numbers and emails)

Notice of Non-Discrimination Policy

The Holton-Arms School does not discriminate based on race, religion, national or ethnic origin, disability, or sexual orientation in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other School-administered programs.

Auxiliary Services Organization (AUXS) is acting on behalf of the school to recruit candidates for this position. Please direct any inquiries to: jobs@auxs.org

