



## SJEDS Armed Campus Security Officer

At San Jose Episcopal Day School (SJEDS) everything we do is a loving and joyful expression of our mission, which is to inspire a passion for learning, a life of integrity, and a heart for Christian service. Our faculty are the heart of our school, beloved by students and parents alike for their warmth, responsiveness, creativity, professionalism, and their exceptional commitment to helping each and every child meet his or her great potential. Lifelong learners themselves, our faculty model the characteristics they seek to cultivate in their students: love, wisdom, open-mindedness, responsibility, service, honesty, respect, patience, faith and gratitude.

### KEY ATTRIBUTES

The campus security officer provides services to ensure a safe environment for students, faculty, staff and visitors.

### RESPONSIBILITIES

- Perform proactive monitoring of and timely response to potential/actual security threats.
- Intervene to prevent and/or halt disturbances and to diffuse threatening or confrontational situations.
- Investigate, manage and document security incidents and hazards.
- Inform the development of policies and procedures related to safety, security and emergency preparedness.
- Manage and enforce the School's faithful implementation of policies and procedures related to safety, security and emergency preparedness.
- Coordinate and facilitate planned drills and simulations, communicating with local authorities and neighboring businesses as needed.
- Conduct regular security checks and inspections to identify and address potential security risks or hazards.

- Train and mentor staff on best practices related to maintaining an environment of care and emergency management processes and procedures.
- Provide information and assistance to students, faculty, staff and visitors to promote safety.
- Manage the safe flow of traffic and parking within the campus area and provide periodic foot and vehicle patrol of the campus at carrying hours of the day.
- Report potential problems or equipment malfunction to appropriate personnel.
- Enforce site-specific security policies and procedures to maintain order and compliance.
- Respond promptly to emergencies, including medical incidents, fires, and security breaches, and take appropriate action as needed.
- Complete accurate and detailed incident reports documenting security-related activities.

## QUALIFICATIONS

- H.S. Diploma or GED required.
- Must have your own firearm.
- Must have a valid driver's license and be able to pass a comprehensive background check.
- Must have current D & G Florida license.
- 5+ years of Armed security experience or military experience
- Associate Degree is preferred or commensurate experience in the military, law enforcement, or security, preferably on a campus.

San Jose Episcopal Day School is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.

## TO APPLY

Send Cover Letter and Resume to DFO, Stacey Stec, [sstec@sjeds.org](mailto:sstec@sjeds.org).

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