

About All Saints'

Located on 147 acres in west Fort Worth, All Saints' Episcopal School is a premier co-educational Age 3 - Grade 12 college-preparatory day school serving approximately 1,260 students who benefit from small class sizes, an award-winning arts program, and championship caliber athletic program. We are one of the largest Early Childhood - Grade 12 Parish-independent Episcopal day schools in the country, and our graduates attend a wide variety of selective colleges and universities. The school is dual accredited by the Independent Schools Association of the Southwest and the Southwestern Association of Episcopal Schools and is a member of the National Association of Independent Schools and the National Association of Episcopal Schools. Read about what makes our Episcopal learning environment so dynamic by visiting www.aseschool.org.

Job Title: Security Supervisor

Job Description

As a Security Supervisor at All Saints' Episcopal School, you will play a crucial role in maintaining a safe and secure environment for the school community. Your vigilant presence, dedication to safety, and commitment to upholding security protocols will contribute to the well-being and protection of students, staff, and visitors.

Job Responsibilities

- Patrol school grounds, buildings, and parking areas to deter and detect security breaches.
- Assist in conducting security related training and assist in maintaining individual officer training records.
- Ensure the procedures for loss prevention are enacted according to security policy and procedure.
- Ensure campus alarm systems (fire, duress, burglary) are operational and armed at appropriate times, including systems checks per schedule.
- Supervise access control to the campus of contract labor including key check out, individual documentation, and the issuance of a temporary parking pass as needed
- Monitor surveillance cameras and alarms to ensure campus safety.
- Report and respond to any suspicious activity or security incidents.
- Enforce access control policies, verifying the identity of students, staff, and visitors.
- Issue visitor badges and maintain visitor logs.
- Control access to school facilities, ensuring only authorized individuals are allowed entry.
- Assist in emergency responses, such as fire drills, evacuations, and medical incidents.
- Collaborate with emergency responders and provide support during safety drills and actual emergencies.
- Report safety concerns or incidents to the appropriate authorities and supervisors.
- Ensure compliance with school safety policies and regulations.
- Monitor safety equipment, such as fire extinguishers and emergency exits, to verify functionality.
- Conduct regular security and safety inspections.
- Provide a welcoming and helpful presence to students, parents, staff, and visitors.
- Assist with directions, inquiries, and information about campus facilities.
- Maintain professionalism and a positive attitude when interacting with the school community.
- Document security-related incidents, accidents, and safety violations.
- Prepare written reports and maintain accurate records of security activities.
- Participate in security debriefings and investigations.
- Other duties as assigned

Qualifications:

- Bachelor's degree in security management, criminal justice, or a related field or equivalent experience
- Level 3 certified with level 4 preferred, or willing to obtain certifications after hire.
- Additional training or certifications in security, law enforcement, or related fields is a plus.
- 5 years of prior experience in security, law enforcement, military or combination of all preferred.

- Ability to lead and make decision based on policy and procedure in the absence of direct supervision.
- Ability to pass all certifications and qualifications related to the position.
- Familiarity with security technology, surveillance systems, and emergency response procedures.
- Strong attention to detail and the ability to observe and report security-related issues.
- The capacity to remain alert and focused during patrols and monitoring.
- Effective verbal and written communication skills.
- Ability to interact with the school community in a professional and courteous manner.
- Adherence to ethical standards and a commitment to maintaining a high level of integrity and confidentiality.
- Compliance with all school policies, training, and regulations.
- Physical fitness and the ability to stand, walk, and perform regular patrols for extended periods.
- The capability to respond to emergencies and assist with evacuations or first aid.

Physical Ability Requirements:

- Maintain composure and effective communication in fast-paced and stressful environments.
- Prepared to swiftly respond to emergencies
- React appropriately to situations without being hindered by low endurance or minimal strength.
- Ability to stand for long time-periods while sometimes working in inclement weather.
- Capable of sitting, standing, kneeling, stooping, climbing stairs, with the ability to run short distances.
- Ability to lift or move items ± 50 pounds
- Sharp observation skills to detect and assess potential issues.
- Operate a motor vehicle
- Exhibit manual dexterity to operate communication devices and security equipment
- Must pass the School's screening policies including drug screens, criminal background check, and psyche evaluation; must complete School safeguarding training once hired

All Saints' Episcopal School of Fort Worth is an equal-opportunity employer. All employment decisions are made without regard to race, color, religion, gender, veteran or marital status, age, national or ethnic origin. It does not discriminate on the basis of race, color, religion, gender, veteran or marital status, age, or national and ethnic origin in administration of all phases of the employment relationship, including recruitment, advertising, hiring, promotion, demotion, layoff, termination, rates of pay, and all other forms of selection, training, and compensation.