**Job Location:** USA-LA-Covington

**Position Type:** Full Time

**Education Level:** Bachelor’s Degree required

**Job Description and Qualifications**

Christ Episcopal School is seeking a full-time Director of Security and Safety. Candidates should have experience working in the security field, preferably in a school setting. Candidates for this position should have knowledge of best practices in school safety and security protocols. Candidates should also have knowledge of the most up to date technology related to school security (for example, access control, software, visitor management systems etc). The best candidates will also be able to coach a sport.

**Responsibilities:**

* Continually update and evaluate Emergency Operations Plan to ensure all threats to people and structures are mitigated within the plan. Liaise with local law enforcement, fire marshals and state/local school boards to implement best practices as it relates to school security and safety.
* Liaise with Christwood Retirement Community and other evacuation sites.
* Attend workshops and meetings held by state and local agencies.
* Work with School Resource Officer, administrators, and facilities personnel to make sure campus is safe and secure on a daily basis.
* Liaison with local fire departments to ensure compliance with fire codes.
* Lead monthly fire drills to insure fire alarm equipment is functioning properly and to comply with local and state mandated drills.
* Provide and update fire evacuation routes in each building and classroom.
* Hold monthly safety drills utilizing the Standard Response These drills are in held in conjunction with the monthly fire drills.
* Maintain and update Rapid Response system through St. Tammany Parish as well as the RAVE Panic button data base.
* Work with the Defender School to provide active assailant training to all faculty and staff. This is a mandatory program for all school personnel.
* Work with facilities manager to purchase and post signage directing visitors to check in points.
* Monitor camera system along with IT Director to view stored video footage of campus incidents
* Point of contact for Fire Alarm companies. Work with facilities and IT directors to ensure systems are functioning properly.

**Qualifications:**

* Bachelors Degree and/or relevant experience in Law Enforcement or Security and Safety.
* Experience working in school environment preferred
* Experience with current software, current hardware and computer applications
* Demonstrate a commitment for providing a safe and secure learning environment
* Eagerness to research and learn new technologies to ensure a safe and secure campus
* Strong interpersonal and leadership skills
* Collaborative personality
* Strong Organizational Skills and attention to detail

*Please apply on the school website*: [Christ Episcopal School](https://christepiscopalschool.org/)