



## SAINT ANN'S SCHOOL

### **POSITION ANNOUNCEMENT: DIRECTOR OF SECURITY AND SCHOOL SAFETY**

Saint Ann's School, an independent, non-sectarian day school, is seeking a Director of Security & School Safety to join our Facilities Department. This position reports directly to the Director of Campus Facilities and Capital Management and oversees the Security staff.

The Director of Security will maintain a safe and secure environment for students, employees, and visitors by helping to develop, establish, and enforce safety and security policies; implement access control procedures; administer accident prevention efforts; support risk management efforts; maintain fire, safety, emergency response protocols; and hire, train, and schedule Security personnel.

### **ABOUT SAINT ANN'S SCHOOL**

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Recently, Saint Ann's has made a commitment to centering anti-racism in the life of the school.

### **RESPONSIBILITIES**

Essential and other important responsibilities and duties may include, but are not limited to, the following:



- Create, implement, and manage a comprehensive security/school safety program, including: policies and procedures inline with school operations and schedules; establishing internal controls; conducting inspections as needed; manage facilities' fire and life safety protocols and business continuity plans; management of access control and surveillance
- Coordinate school safety compliance with federal, state, and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements
- Hire, schedule, and supervise all Security personnel; identify and implement proper staffing structure to meet School's needs
- Conduct and coordinate safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for staff and students
- Secure facilities, assets, students, and personnel by working in conjunction with the appropriate departments
- Conduct regular audits and inspections to assess, identify, and mitigate any security vulnerabilities
- Manage the administration and maintenance of access security systems, including surveillance systems
- Maintain records of incidents, fire, and other emergency drills; conduct drills on a routine schedule
- Supervise and maintain access control and key distribution
- Coordinate with appropriate departments to meet operational security needs, including facilities maintenance and capital projects; offsite school-sponsored activities (field trips, recreational activities, special events); afterhours school events
- Work closely with administrators and Buildings & Grounds department to address and correct safety/security issues on school campus

## **PERSONAL AND PROFESSIONAL REQUIREMENTS**

- Minimum requirement of Associate's Degree, with six to eight years of related experience; prior experience in Education setting is preferred
- Proven management skills with a minimum of three years' supervisory experience
- Ability to manage budget and personnel
- Computer literacy and extensive knowledge with multiple computer platforms, programs, and systems



- Ability to obtain information through interviews and observations and to conduct comprehensive investigations
- Ability to take charge with a professional and calm cadence in emergency situations
- Ability to analyze risk and make appropriate recommendations for a school setting
- Ability to express ideas clearly and concisely in written and oral form
- Ability to work effectively with employees, students, parents, school administration, vendors, and local law enforcement representatives.
- FDNY Certificates of Fitness:
  - D-20: Fire & Emergency Drill Conductor for NYC K-12 Nonpublic Schools
  - F-01: Citywide Fire Guard for Impairment
  - F-07: Fire & Emergency Drill Conductor
  - S-95: Supervision of Fire Alarm Systems

## **COMPENSATION**

A competitive compensation package, commensurate with level of experience, plus benefits.

## **TO APPLY**

Interested applicants should send a cover letter and resume to: [DirectorSecurity@saintannsny.org](mailto:DirectorSecurity@saintannsny.org) by July 15, 2022. Anticipated start date of August 15, 2022 or earlier. Please visit our website, <https://saintannsny.org/> to learn more about us. Candidates who identify as members of historically underrepresented groups are strongly encouraged

## **NOTICE OF NONDISCRIMINATORY POLICY**

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on



its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.