



Safety and Security Specialist - Job Description

Purpose of Position:

DMC's Safety and Security Specialist ensures the safety of students, staff, visitors, and property by proactively patrolling DMC's campus, responding to emergency calls, and acting as a liaison between DMC and the Urbandale Police and Fire Departments.

Position:

- Full-time, calendar year
- Hourly, non-exempt
- Weekly work schedule is Monday through Friday, 3:00pm - 11:00pm, and occasional weekend based on school event schedule
- Full-Time Benefit Eligible

Reports To: Director of Safety and Security

Direct Reports: None

Qualifications:

- High School Diploma or equivalent required.
- Armed security, military, or law enforcement experience preferred.
- Firearms proficiency required; must be able to obtain a Professional Permit to Carry Weapons for the State of Iowa.
- Verbal de-escalation training preferred.
- Must be physically capable of patrolling internal and external areas in various climates, be able to stand for long periods, and stay alert at all times.
- Valid driver's license, aligned with DMCS' required motor vehicle records guidelines at all times.
- Working knowledge of telephone, access control systems, radio communication devices, and video monitoring equipment is preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children and families with a heart for service and mission.
- Demonstrates consistent spiritual leadership.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrated ability to work under pressure, think quickly, and make correct decisions with little supervision.



- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- High attention to detail and strong organizational skills
- Demonstrated success in maintaining effective relationships with employees, colleagues, and community partners.

Responsibilities:

- Secures premises and personnel by patrolling the interior and exterior property, monitoring surveillance equipment and access points, and being vigilant for activities that may impact the safety and security of the campus.
- Patrols school events that occur during regularly scheduled work shifts or as needed based on school event schedule (for example, athletic events and homecoming).
- Investigates security breaches, incidents, and other suspicious activity.
- Responds to security, medical, weather-related, and other critical incidents to resolve immediate safety concerns and/or direct individuals to the appropriate personnel for resolution. Interviews witnesses and gather pertinent information, as needed.
- Maintains ongoing radio communication with building staff and other security personnel throughout the work shift.
- Remains vigilant, acts with integrity, upholds company policies and procedures, and conducts all interactions respectfully and tactfully.
- Ensures that only authorized employees and approved guests are granted access to the facilities.
- Conducts security, safety, and vulnerability assessments.
- Makes recommendations for the advancement of safety and security measures.
- Prevents losses and damage by reporting irregularities and informs violators of policy and procedures.
- Controls traffic by directing drivers, as needed.
- Completes written reports accurately, and effectively and communicates oral and written information with the Safety and Security Director, building administration, police, and fire officials as applicable.
- Participates in scheduled security meetings, training, and continuing education opportunities as required for the position including passing the firearms qualification course annually.
- Maintains positive and harmonious working relationships with the DMC community.
- Completes CPR and AED training and maintains certification.
- May be assigned to act as a backup for the Director of Safety and Security.
- Performs other duties as assigned by the Director of Safety and Security.