



## Director of Safety & Security Job Description

### Purpose of Position

The Director of Safety & Security fulfills the mission of Des Moines Christian School by leading the strategic development, implementation, and oversight of a comprehensive, forward-thinking safety & security program at a school of approximately 1,300 students, with 250 faculty and staff, on a 28-acre suburban campus. This position operates in a way that supports the unique environment of a Christian school and balances the need for a strong safety and security program with the desire to maintain a thriving school culture.

### Position:

- Full-time, calendar year
- Salaried, at-will employee

**Reports To:** Head of Finance and Operations

**Direct Reports:** Yes

### Qualifications:

- Bachelor's degree in a job-related area.
- Leadership experience within law enforcement, security, or emergency management within a federal, state, or local agency required.
- CPR & First Aid required.
- Firearms training and certifications.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in their personal relationship with Jesus Christ.

### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children and families with a heart for service and mission.
- Uses discernment, discretion, integrity, and confidentiality in the operation and oversight of the department.
- Utilizes critical thinking and problem-solving skills as appropriate for the position.
- Proven ability to work in a leadership role with diverse groups, including staff, students, administrators, and parents.
- Demonstrates excellence in written and verbal communication.
- Strong situational awareness is a must.
- Experience and an understanding of law enforcement operations and developing a proactive safety & security program to protect the campus.

## **Responsibilities:**

- Oversees all safety and security programs and protocols of the school and develops plans and strategies for continual improvement in these areas.
- Serves as a primary liaison with local law enforcement, fire, and other emergency managers and first responders.
- Annually leads and conducts an internal safety and security assessment.
- Leads the Crisis Management team and any response effort in the event of an emergency or crisis situation.
- Annually reviews and updates all policies, procedures, and emergency operational plans
- Develops an annual calendar of drills, training programs, and assessments.
- Collaborates with the IT Director to ensure the school's security-related technology adequately supports the campus.
- Collaborates with the Property and Facilities Director to ensure the school's facilities are adequately maintained to support safety and security.
- Acts as primary administrator of door and security camera systems.
- Leads work related to functionality and placement of campus security cameras.
- Oversees the safety and security for daily activities as well as after-school functions and large-scale community events.
- Develops, recommends, and implements a physical security program for evening campus security.
- Leads or participates in investigations and preventative behavior measures involving students, staff, and faculty as needed.
- Manages the Transportation department, including directing the Transportation Coordinator who oversees safety and security protocols, fleet maintenance and scheduling, and drivers.
- Evaluates and assesses the overall risk profile and protocols for the school's activities, including transportation, local field trips, out-of-state trips, and international experiences.
- Leads development and implementation of a 'Door Greeter' program.
- Manages department budget.
- May serve as the media spokesperson for the school on matters related to safety and security.
- All other duties as assigned.