



<i>Title:</i>	Risk Management and Campus Security Coordinator
<i>Reports to:</i>	Chief Financial Officer
<i>FLSA:</i>	Exempt
<i>Classification:</i>	Staff
<i>Status/Hours:</i>	Full time, 40 hours per week. Normal business hours are M-F, 8:00 a.m. – 4:30 p.m. Additional hours may be required, and schedule may vary outside of traditional work hours (early mornings, evenings, weekends, holidays, etc.) according to department and Salisbury School needs.

Position Summary:

This position will work directly with the Chief Financial Officer to implement the School's safety and risk management programs. Responsibilities will focus on devising strategies, appointing personnel and employing protocols that will provide support to all constituents of the security and risk systems at Salisbury School.

Duties and Responsibilities:

- Be an active and contributing member of the School's Emergency Response Team in coordination with the School's senior leadership.
- Assist in the formulation of policies and procedures designed to minimize risk and maximize overall campus safety.
- Responsible for the administration, troubleshooting, evaluation and training related to security technology systems which include access systems, camera systems and the mass notification system.
- Provide safety awareness information sessions to our students about our community and the safety of our extended family.
- Provide required and/or recommended trainings and drills for students and school employees.
- Partner with Dean of School as needed to address student matters.
- Evaluate, counsel, and mentor security personnel on job performance. Conduct staff performance evaluations annually and mentor security staff as needed. Monitor the training progress of new security employees and recommend updates and changes in the training program.
- Conduct inspections to identify fire, safety, and security risks; recommend and implement solutions.
- Oversee consistent and round the clock security that will guarantee the safety of our students and families on campus.
- Coordinate with the local fire departments and law enforcement for visits to campus and training.
- Coordinate with the Director of Facilities on fire alarm testing and inspections.
- Coordinate emergency services if needed and provide assistance to first responders.
- Review and update *Emergency Response Guide* on a semi-annual basis
- Participate in quarterly Safety Committee meetings.

Knowledge and Skills:

- Experience with security and risk management procedures.
- Extensive knowledge of fire prevention, safety and security operations
- Excellent management, supervisory, and problem-solving skills
- Ability to remain calm and supportive in the midst of a crisis.
- Demonstrated ability to effectively communicate in a team environment.
- Detail oriented, organized, self-motivated, self-directed and punctual.
- Ability to work independently and handle multiple projects simultaneously and to prioritize tasks.
- Excellent verbal and written communication skills.
- Ability to work with community response teams, students, and all other employees in a professional and courteous manner.
- Proficient with Microsoft Office Suite or related software

Qualifications:

- Bachelor's degree preferred; experience in risk management, law enforcement or related field
- 5-10 years experience working in the risk management or security field
- CPR, First Aid and AED certification
- Valid driver's license
- Experience working in a boarding/day school environment preferred
- Classroom teaching/workshop training preferred

Physical Requirements:

- Must have visual acuity within normal parameters
- Ability to perceive sounds at normal speaking levels with or without correction.
- Must be able to occasionally lift up to 25 lbs.
- Ability to work inside and outside in hot and cold conditions
- Ability to travel throughout campus to conduct safety inspections
- May require extended periods of time sitting at a desk and working on a computer.

Additional Requirements:

- Successful completion of post-offer, pre-employment criminal background checks
- Proof of COVID-19 Vaccination/or evidence vaccination is in process. The school will make reasonable accommodations for applicants who require a medical exemption.
- Work is performed in and out-of-doors in a tobacco and cannabis smoke/vape free environment.

Additional Information:

The essential functions and basic skills have been included. It is not intended or construed as an exclusive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by leadership as deemed appropriate.

Contact:

Send letter of application, resume and list of three professional references to:

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