

**Plymouth Christian Academy**  
**Director of Security and School Safety**  
**Job Description**



**Position Title:** Director of Security and School Safety

**Reports to:** Superintendent

**General Description**

**Goal:** The Director shall prayerfully help Plymouth Christian Academy Faculty and Staff carry out their functions to the praise and glory of God

**Overview:** The Director is responsible to assure and maintain the mission, purpose, philosophy, and standards as established by the Statement of Purpose and Organization of Plymouth Christian Academy. The Director shall be a follower of Jesus and one who feels called of God to assist administratively in the ministry of Plymouth Christian Academy.

The Director of Security will maintain a safe and secure environment for students, employees, visitors by helping to develop, establish, and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire, safety, emergency management, emergency medical, asset protection, parking control and traffic enforcement programs

The Director of Security performs tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs. Employee is responsible for coordinating a comprehensive school safety program, which includes working with local law enforcement and emergency medical agencies. Employee works extensively with Superintendent, school administrators and PCA community on all areas of school safety. Work also involves implementing training programs pertaining to matters of safety and security for site-based administrators. Will help to develop and monitor school safety areas within school improvement plans. Employee represents Plymouth Christian Academy and communicates with the media on school safety matters. The ideal candidate will be a retired or current police officer or federal law enforcement officer.

**Required Personal Qualities**

**The Director shall...**

1. Have received Jesus Christ as his/her personal Savior
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and action toward others. This includes being committed to Gods Biblical standards for sexual conduct. Luke 6:40
4. Be actively involved in faithful attendance and stewardship at a local, evangelical church which has a statement of faith in agreement with the school's statement of faith

5. Show, by example, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to create an environment for learning for a child according to his own gift and talents so when he is old he will not depart from it. Proverbs 22:6
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

### **Job Description – Essential Functions**

#### **The Director shall...**

1. Coordinate a comprehensive security /school safety program, policies, and procedures by studying organization operations and schedules; establishing internal controls; conducting inspections as appropriate; reporting potential hazards to appropriate departments; creating and updating PCA School Board policies and Standard Operating Procedures, safety and security manuals.
2. 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.
3. Coordinate safety planning and practice to support academic processes of the school by creatively implementing best practices in safety, security, and emergency preparedness with proper adaptation to the environment, creativity, and innovation so the process of education can be enhanced rather than impeded by safety efforts.
4. Conduct and coordinate safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for staff, students, and public safety officials relating to school safety, security and emergency preparedness.
5. Coordinate education on sexual assault and violence reporting.
6. Secure facilities, equipment, students, and personnel by working in conjunction with the appropriate departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution.
7. Provide oversight, documentation, coordination of approval of school volunteers and independent service providers to include background check and clearance.
8. Serve as a liaison with local law enforcement and emergency medical agencies. Working directly with local law enforcement and fire department agencies during critical incident situations and follow-up.
9. Work with appropriate departments to meet operational security and safety needs within budget; work with Finance, Facilities, and Maintenance departments for capital improvements as needed; schedule expenditures.
10. Assist in the development and implementation of safety and security plans for special events.

11. Advise and assist site-based administrators in matters involving criminal activities on school campus.
12. Coordinate with site-based administrators, Maintenance, and Facilities Departments to address and correct safety/security issues on school campus.
13. Prepare memos, reports, drawings, etc. related to safety and traffic issues on school campus; presenting them to appropriate school officials.
14. Receive all reports of school crime and medical incidents from site-based administrators and maintain statistics regarding this information.
15. Communicate with media on involving school safety.
16. Communicate with other schools on matters related to school safety.
17. Participate in annual trainings to stay current on laws, policies, and procedures regarding school safety.
18. Attend parent organizational and school board meetings as necessary.
19. Represent PCA in matters of safety/security through state and national organizations.
20. Perform other related work as required.
21. Internal Dispute Mediation. First line of interaction of breaking up fights and de-escalating aggression between students or students and staff.
22. School Patrols. Include paroling school grounds, ensuring safety, looking for broken or nonfunctioning equipment related to safety/security.
23. Educating students/parents on school safety, dangers of drug abuse, bullying and online safety tips.
24. Provide basic first aid, preferably at Basic EMT or Advanced First Responder level.
25. CPL Certified and meet MCOLES Course of Fire Requirements. Armed as a part of on-site work hours.
26. Provide first line of defense/protection for staff/students against bomb, assault or active shooter incidents.

The successful candidate will need to develop expertise in each of these areas to fulfill the vision for the PCA safety program. This position requires a high degree of diplomacy, flexibility, and adaptability. Applicant must have good communication skills, both written and verbal. PCA seeks a safety professional who is patient, effective, and clear communicator with demonstrated problem solving skills. The successful candidate must continue and improve PCA's ongoing commitment to the safety of students, staff, and visitors while fostering a creative, warm, caring, and effective learning environment.

### **Minimum Experience**

As a high quality educational institution, PCA seeks an individual who has demonstrated professional work experience on at least one of the primary fields related to this position;

- Law Enforcement
- Security
- Emergency Management
- First Aid Certified
- CPL/MCOLES Certified