Available Position: Security Officer Team Member – Level 1
Department: Safety and Security
Reports to: Director of Safety and Security
Full/Part-time: Full-time (12 months)
Date Posted: November 1, 2018
Start Date: Immediately

About The Hockaday School:

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of almost 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

The Hockaday School is an extraordinary place to work, with bright and engaged students and unparalleled professional development opportunities and support.

Position Description:

Hockaday is seeking an experienced security officer to join a team of professionals responsible for ensuring the security of The Hockaday School campus and its students, employees, visitors and property through the effective execution of established policies and procedures.

Essential Functions:

Security

- Locks and unlocks doors on campus as necessary.
- Monitors security cameras, answers call boxes, identifies visitors and opens electronic doors.
- Provides security at campus and building entrances through established protocols.
- Provides directions and information as needed.
- Provides security at designated events as required.
- ID Checks of parents, visitors or vendors through the RAPTOR system
- Makes contact with unidentified people on campus
• Patrols school grounds and parking areas; observes employees, students and visitors in order to ensure a secure and safe environment.
• Writes incident reports, answers phones, uses radio equipment

Safety:

• Monitors the campus for environmental hazards, illegal activities and vandalism; reports or takes corrective action as required by school policy.
• Assists with traffic flow during student drop-off and pickup periods.
• Conducts interviews when necessary to gather information: in person/by phone
• CPR/AED/Basic first aid trained
• Completes training: online/in-house/off-site
• Reporting security and/or general maintenance problems to the proper authorities.

Performs other duties and responsibilities as assigned.

Abuse Risk Management Standards:

• Adheres to policies related to boundaries with students.
• Attends required abuse risk management training.
• Reports suspicious and inappropriate behaviors.
• Follows mandated abuse reporting requirements.

Physical Requirements and Work Environment:

• Occasional lifting, carrying, pushing, and/or pulling.
• Generally 40% sitting, 40% walking and 20% standing.
• Regular exposure to outdoor conditions.
• Potential exposure to dangerous situations.
• Extended periods of isolated work.

Application Requirements:

Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.