About The Hockaday School:
The Hockaday School is an independent, college preparatory 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 more than 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.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

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
- Lock and unlock doors on campus as necessary
- Monitor security cameras, answer call boxes, identify visitors and open electronic doors
- Provide security at campus and building entrances through established protocols
- Provide directions and information as needed
- Provide security at designated events as required
- Perform ID Checks of parents, visitors, or vendors through the RAPTOR system
- Make contact with unidentified people on campus
- Patrol school grounds and parking areas; observe employees, students and visitors in order to ensure a secure and safe environment
- Write incident reports, answer phones, use radio equipment
Safety
- Monitor the campus for environmental hazards, illegal activities, and vandalism; report or take corrective action as required by school policy
- Assist with traffic flow during student drop-off and pickup periods and other traffic control as needed
- Conduct interviews when necessary to gather information: in person/by phone
- Remain up to date in CPR, AED, and Basic first aid certifications and tourniquet training
- Report security and/or general maintenance problems to the proper authorities
- Perform other duties and responsibilities as assigned

Abuse Risk Management Standards
- Adhere to policies related to boundaries with students
- Attend required abuse risk management training
- Report suspicious and inappropriate behaviors
- Follow mandated abuse reporting requirements

Qualifications/Experience:
- High School Diploma or equivalent required
- No prior experience necessary, training will be provided
- Basic understanding and ability to use computers and technology including Microsoft Windows and Office products, basic office equipment and mechanical equipment
- Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including students, co-workers, parents, alumnae, volunteers, trustees, and the public
- Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills and congeniality are essential
- Must successfully complete background screening and verification

Training:
- Participate in all requisite School trainings prior to the start of the school, and throughout the School year
- Participate in specialized online and in person training on security topics
- Attend required staff development and training sessions throughout the year
- Attend periodic in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by Hockaday’s Code of Ethics and Conduct
- Commit to the ideals expressed in Hockaday’s Tenets of Staff Excellence

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.
- Ability to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

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.