<table>
<thead>
<tr>
<th>Available Position:</th>
<th>Director of Safety and Security</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Safety and Security</td>
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<tr>
<td>Reports to:</td>
<td>Chief Operations Officer</td>
</tr>
<tr>
<td>FLSA Classification:</td>
<td>Exempt (Salary)</td>
</tr>
<tr>
<td>Full/Part-time:</td>
<td>Full-time (12 months)</td>
</tr>
<tr>
<td>Date Posted:</td>
<td>May 4, 2022</td>
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<tr>
<td>Start Date:</td>
<td>Immediately</td>
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**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:**
The Hockaday School is seeking a Director of Safety and Security who will plan, direct, recommend and implement security and safety policies and procedures that ensure the physical protection and safety of The Hockaday School. The Director oversees the security staff and daily security and safety operations for the School campus 24 hours a day/7 days a week, and serves as the School’s liaison with law enforcement agencies on all matters pertaining to safety and security of the campus and its faculty, staff, and students.

**Essential Functions:**
- Directs a security staff of 10+ security team members, the office services coordinator, and reception staff
- Coordinates Team member’s rotating schedules, patrols, and evaluates each member’s performance
- Evaluates, writes, and updates Standard Operating Procedures for the Security and Safety Team
- Investigates, documents, and reports security and safety incidents to the School’s Administration
- Maintains annual department budgets, processes invoices, and oversees large and small capital projects
- Coordinates and manages daily campus parking and traffic patterns
- Designs, schedules, coordinates and manages all safety and security exercises, training, and drills for employees and students
- Coordinates and serves as the School’s liaison with other schools, public safety officials, law enforcement, and other stakeholders in matters related to school safety and security
- Confers with the Hockaday Leadership Team to write, develop and update policies and procedures pertaining to safety and security for the Hockaday Crisis Manual
Updates the School’s Crisis Manual, Incident Response Plan, and Crisis Manager App to reflect the most recent best practices

- Directs and coordinates with local Law Enforcement personnel assigned to or employed by Hockaday for day-to-day responsibilities and special functions
- Plans, directs and manages the implementation and maintenance of a comprehensive integrated security system. Included in this system are closed circuit television cameras, intrusion detection alarms, duress devices and access control devices
- Coordinates with the Safety & Security Committee and the Crisis Management Committee and provides suggestions for implementation to improve processes
- Assists in establishing operational procedures for activities such as traffic control, guarding and patrolling the Hockaday campus and investigating suspicious activity
- Must be able to work different shifts on occasion when the need arises
- Follows all mandated local, state, and federal reporting requirements
- Responds seriously and confidently to reports of suspicious and inappropriate behaviors
- Other duties as assigned by the COO

Minimum Qualifications/Experience:

- Minimum of bachelor’s degree in criminal justice, security management or related fields; master’s degree preferred.
- Supervisory and management experience is preferred.
- The ability to take charge but maintain a professional and calm demeanor when responding to emergency events.
- FEMA ICS certification is preferred.
- The ability to analyze risk and make appropriate recommendations.
- The ability to express ideas clearly and concisely in written and oral form.
- The ability to work effectively with employees, students, parents, school administration, visitors and local law enforcement representatives.
- Currently have CPR, AED, and basic first aid certification, will provide certification after hire.
- Demonstrated ability to manage budgets and operating expenses.
- Effective interpersonal skills: specifically for addressing potential conflicts.
- Basic understanding and ability to use computers and technology including Microsoft Windows and Office products and basic office equipment.
- Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks.

Training:

- Participate in all requisite School trainings prior to the start of the school year, and throughout the School year.
- Attend required staff development and training sessions throughout the year.
- Attend periodic in-service meetings.
- Acknowledge receipt of the current Employee Handbook after reviewing the contents and rules, policies and procedures stated in the Handbook or otherwise provided 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:
- Works in standard office conditions and climate.
- May work outdoors in varying weather conditions and climate as needed.
- Regularly uses close and distance vision to observe people and surroundings from various distances, and occasionally works at a computer screen for extended periods.
- Frequently required to move around the campus and works at a desk for extended periods of time (i.e., 45% sitting, 35% walking, 20% stationary).
- Ability to work in an environment with potential exposure to personal danger and otherwise dangerous situations, including but not limited to, armed and/or dangerous persons, persons with contagious/communicable diseases, hazards associated with natural and man-made disasters, and exposure to hazardous substances or materials.
- Ability and flexibility to work varying shifts, as the School is open 24-hours a day/7-days a week. May be required to meet scheduling needs or to support special events on campus.
- Ability to maintain appropriate boundaries with students, fellow staff and community members.
- Hearing and speaking to exchange information in person or on the telephone.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Use of hands and fingers for manipulation, and using computer keyboard, tools, and equipment.

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 the Administration’s assignment of essential functions; and nothing in this herein restricts the 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.