



Oregon Episcopal School

DIRECTOR OF CAMPUS SAFETY AND SECURITY

Portland, Oregon



START DATE: Spring 2024

OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Founded in 1869, Oregon Episcopal School today occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The Upper School also includes a small boarding program of international and domestic students who live and learn together enhancing the vibrancy of the school community.

The School values employees who seek to continually develop the OES Essential Competencies in themselves and others and are prepared to engage in a vibrant, diverse learning community. As an Episcopal school, we are rooted in a rhythm of gathering and reflection that values and respects all beliefs and cultures. As such, we educate toward a larger purpose—toward inclusion and respect, service and justice and commitment beyond ourselves.

JOB SUMMARY:

Reporting to the Director of Campus Operations, and coordinating with local government planners, public safety officials, law enforcement and other first responders, the Director of Campus Safety and Security insures a safe and secure environment for the OES students, employees, and campus visitors. The Director plans, establishes and ensure safety and security at all activities related to directing campus events. The Director of Safety and Security will also conduct regular training sessions with students and employees regarding emergency response and security related issues. The Director also participates in the development, coordination and evaluation of security programs and initiatives for the School, ensuring that they meet the needs and support the physical protection of the people and property of OES.

This leadership position requires a high degree of diplomacy, flexibility and adaptability in addition to a passionate commitment to a culture of safety for students, employees and visitors in a warm, caring, creative and effective learning environment. The Director should be a patient, effective and clear communicator with demonstrated problem solving skills and interpersonal skills, promote the School's commitment to attracting and retaining a highly talented and diverse staff, as well as the ability to support the School's educational mission.

As professional educators in a dynamic living and learning environment, faculty and staff are required to model professional behavior and observe appropriate adult-student boundaries to support a safe and supportive community for teaching and learning. The ideal candidate will have a demonstrated gift for engaging a diverse student body and strengthening the inclusive community of OES.

REPORTS TO: The Director of Campus Operations



ESSENTIAL DUTIES:

- Managing and overseeing the School's safety and security response and protocols, chairing the School Safety Committee, and reviewing the recent safety audit and recommendations.
- Developing and enforcing comprehensive and consistent safety and security policies and procedures, including emergency management and response, disaster preparedness planning, inclement weather monitoring, risk and accident prevention, visitor management, student transportation, parking control and traffic enforcement.
- Ensuring that OES remains in compliance with all OR-OSHA regulations.
- Conducting and documenting safety, security and emergency preparedness training sessions for students and employees, coordinating as appropriate with public safety officials.
- Conducting and maintaining accurate records of required fire, lockdown and shelter-in-place drills.
- Maintaining, testing, and updating the emergency communication system and protocols.
- Establishing active and visible presence throughout campus through safety and security walk-about, presence in each division throughout the day and occasionally in the evenings when the boarding program is in session.
- Communicating regularly, clearly and helpfully with all school constituents including updates regarding emergency preparedness training, drills, campus closures, travel safety in inclement weather, etc.
- Fostering strong relationships with and serving as liaison to police, fire, medical and other public safety officials.
- Fostering relationships with local school communities to coordinate team responses as appropriate and establishes supportive networks of cooperation and resources.
- Managing contracted security officers to oversee the safety and security of the campus.
- Managing supervision of campus traffic, parking, and event parking management.
- Serves as a liaison to local law enforcement and fire department officials, and Safety Committee.
- Communicates effectively both internally with administration, employees, and other members of the community, and externally with local authorities, including police officers, firefighters, and emergency services.
- Responds to emergencies as needed and promptly advises the Director of Campus Operations and Head of School of conditions.
- In partnership with IT and Facilities, supervise, monitor and maintain technical security systems such as security cameras, access control, intrusion alarms and key (fob) distribution.
- Receiving and reviewing all reports of suspicious and or criminal activity on school grounds; maintains statistics and conducts appropriate investigations.
- Creating a culture of safety by integrating safety, security and emergency preparedness measures into the School's daily practices in a manner supportive of all individuals and departments.
- Employing forward-thinking, creative and innovative safety planning and practices to support and enhance the School's teaching and learning environment and emphasis on continuous improvement.
- Reviewing security protocols for and coordinating proper supervision of special events, monitoring of parking and foot traffic, and securing of facilities.
- Coordinating with appropriate school personnel to ensure proper safety and security measures for school trips, exchange programs, and other off campus programs.
- Seeking and engaging in best practices professional development related to school safety and security.
- Developing and managing annual safety and security budget.
- Sitting on the School's Crisis Management Team.
- Conducting post-event debriefings to evaluate successful elements and challenges encountered, incorporating that information into the planning and execution of subsequent events.



MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- At least four years of professional experience in emergency preparedness, security, and/or law enforcement.
- Ability to use a wide range of technical equipment and software.
- Broad knowledge of safety procedures, including industry best practices for guard force utilization, access control, physical security, safety procedures, and safety and security management.
- Intercultural competence, ability to work with sensitivity and effectiveness with students, families, colleagues of diverse backgrounds and identities, demonstrated commitment to equity and inclusion for people of all backgrounds and identities.
- Digital literacy; intermediate to advanced proficiency in MS Office Suite, Google Docs/Sheets and other web based applications; database and video-conferencing experience, as appropriate to job duties; flexibility and willingness to learn as digital tools evolve
- Ability to pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Masters degree.
- Five to 10 years of professional experience in emergency preparedness, security, and/or law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Verbal and written communication skills, ability to manage confidential information in compliance with the law and best practice.
- Ability to consistently apply principles of equity, inclusion, and anti-racism in day to day work and in the broader workplace community.
- Organizational skills, ability to work well on teams.

PHYSICAL REQUIREMENTS:

- Ability to sit at computer and keyboard for moderate periods.
- Mobility sufficient to move about the campus, to include climbing stairs.
- Work outside in hot or cold conditions for extended periods of time.
- Regularly required to stand: walk: sit and reach with hands and arm.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly.
- Ability to lift materials up to 25 pounds or more.

HOW TO APPLY:

Oregon Episcopal School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Human Resources Veena Iyengar), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of age, color, disability, gender (including gender identity or expression), genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or other legally protected characteristic or status.

SALARY:

This is a full-time, year-round position that comes with a competitive salary based on degrees and experience, abundant professional development opportunities, and a generous benefits package.

