Title: Security Officer  
Department: Security  
Status: Part-time, Non-Exempt

ABOUT MASTERS:
The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the Tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters’ seven-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

SUMMARY:
This is a part time position requiring the availability to work all shifts and be on-call.

Security Officers perform duties necessary to protect The Masters School property and members of the school community from harm, maintaining order and security within the school grounds.

Officers are expected to interact with other members of the community in a professional manner. While Officers are expected to be friendly and approachable, they must be prudent and appropriate in interactions with all members of the community: faculty, employees, visitors and, especially, students.

Security Officers must be especially aware of the importance of punctual and consistent coverage of their assigned shifts. Officers must provide accurate and current personal contact information to the supervisor and respond promptly to any calls.

ESSENTIAL FUNCTIONS:

Area 1 - Access Control:
• Patrolling school premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates (DETEX tour);
• Check CCTV cameras and door activity to detect unusual occurrences;
• Monitor entrance and departure of students, employees, visitors, and other persons to guard
  against theft and maintain security of premises;
• Intercept and confront unwelcome intruders;
• Check, lock and unlock doors according to schedule;
• Open and close gates according to schedule;
• Monitor buildings’ occupancy to make certain no one is inside before buildings are locked;
• Warn persons of rule infractions or violations and apprehend or evict violators from premises,
  using force only if absolutely necessary;
• Report any problems with access control to supervisor or Administrator on Duty (AOD).

Area 2 – Monitoring of Facility for Detection of Safety Hazards:
• Monitor school grounds to detect hazardous conditions;
• If possible, correct any hazardous situation as soon as it is detected;
• Report hazardous conditions to the Supervisor, to the Maintenance Department or
  Administration;
• Inspect security systems, equipment, and machinery to ensure operational use and to detect
  evidence of tampering;
• Turn lights on or off according to schedules, occupancy or safety conditions;
• Check freezer and cooler temperatures and report abnormal conditions;
• Monitor controls that regulate building systems, such as air conditioning, furnace, or boiler and
  call emergency personnel if necessary.

Area 3 – Response to Emergencies:
• Answer alarms and investigate disturbances;
• Call supervisor, AOD, police or fire departments in cases of emergency, such as fire or presence of
  unauthorized persons;
• Be at the scene when dispatched authorities arrive to facilitate access and to help as necessary
  and instructed;
• Answer telephone call to take messages, answer questions, and provide information to
  authorities or medical personnel;
• Escort or drive motor vehicle to transport individuals to specified locations and to provide
  personal protection.

Area 4 – Vehicular and Traffic Control
• Identify vehicles on the school premises and deny access to questionable vehicles;
• Assist with traffic and parking control;
• Assist drivers in case of an accident or mechanical failure.

Area 5 – Reporting and Communicating
• Write reports of daily activities (log book) and irregularities (incident reports), such as equipment
  or property damage, theft, presence of unauthorized persons, or unusual occurrences;
• Communicate with residential staff and administration whenever there is an issue involving
  students’ safety;
• Maintain an operating two-way radio and a cellular phone on which other officers can be reached
  immediately or can call for assistance whenever it is required.

JOB QUALIFICATIONS/REQUIREMENTS:
Knowledge/Experience:
High school diploma is required; military service and/or security training programs are a plus. One to five years of verifiable experience as a security officer in a private or governmental setting. Experience on a school or college campus strongly preferred. Background check required.

LICENSES/CERTIFICATION:
Valid New York State license as a Security Guard. Valid driver’s license and good driving record are required.

PHYSICAL AND VISUAL ACTIVITIES*:
Inside and outside work in all types of weather is required. Work is described as medium to heavy, requiring prolonged or repeated standing, walking, running, climbing, stooping, kneeling, crouching and lifting. Good hand/eye coordination is essential.

OTHER REQUIREMENTS:
Security Officers represent The Masters School. Officers are provided with an institutional uniform, a two-way radio and cellular phone, keys to all building and rooms and access to a school vehicle. It is the responsibility of each officer to check all equipment before and after the shift and report any problems to the receiving officer and/or the supervisor. The uniform is not optional and it should be kept clean and in good condition. The security vehicle should remain clean and in operating condition.

* Physical and visual activities which are commonly associated with the performance of the Essential Functions of this job. “Commonly associated” is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

How to Apply: Qualified candidates must send a cover letter, resume, and salary requirements to careers@mastersny.org and include “Security Officer” in the subject line. The Masters School offers a competitive salary, generous benefits, and easy access to New York City by car or train, a collegial work environment, and an extraordinary campus.

Background Screening: The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

The Masters School actively seeks to forward diversity through its students, faculty and programs. The Masters School is an Equal Opportunity Employer.