Title: Director of Campus Safety
Reports To: Director of Operations
Status: Full Time, Exempt
Start Date: Immediate Opening

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 7-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.

SECURITY DEPARTMENT MISSION:
The Security Department is guided by the overarching mission of The Masters School to serve as a power for good. A continuous, attentive, and caring presence, we are committed to ensuring the security of our campus and the safety and positive experience of students, employees, and visitors. We are deliberate in maintaining policies and procedures, ongoing staff training, and collaborative relationships with our fellow employees and local authorities toward the end of securing School property and protecting all community members.

JOB PURPOSE:
Under the supervision of the Director of Operations, the Director of School Safety coordinates safety and security measures throughout the campus and establish appropriate procedures and plans to ensure safe and secure school facilities. This position must display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
QUALIFICATIONS:
The Director of School Safety shall:
1. Hold a Bachelor’s degree in a related field and at least 8 years of law enforcement or related experience, including at least 3 years of progressive management experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
2. Have previous experience working with and/or for law enforcement agencies.
3. Work smoothly with police and safety personnel as well as school administrative staff.
4. Possess excellent integrity and demonstrate sound moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Exercise strong administrative skills.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

JOB DUTIES:
The Director of School Safety shall:
1. Establish clear lines of accountability and command within the school safety forces.
2. Schedule, assign and train safety personnel to manage routine operations and emergency situations, including Main Reception.
3. Maintain accurate daily/weekly schedules and partner with Human Resources as appropriate to manage fundamental changes in schedules for direct reports.
4. Update annual school safety plans that will inform appropriate emergency responses.
5. Serve as primary support for all school related safety escalations.
6. Manage annual drill protocols and procedures
7. Maintain and recommend upgrades for the following:
   ○ Surveillance systems
   ○ Keyless access systems
   ○ Visitor management systems
   ○ Emergency plans for evacuation, lockdowns and other crisis
   ○ Appropriate signage (floor maps, evacuation routes, drill procedures..)
   ○ Lost and found
   ○ Guard tour software and management
8. Develop performance objectives for safety personnel (including training and development of new hires), and develop operational procedures to guide personnel in the performance of their duties.
9. Coordinate cooperation with local and state agencies as required.
10. Direct the internal investigation of incidents involving students and/or personnel in compliance with State and Federal laws, as well as School policies.
11. Administer the budget for safety to ensure the most cost-effective utilization of resources.
12. Recommend policies, procedures and contract language to improve discipline and safety.
13. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and professional presentation, and demonstrate excellent work ethic.
14. Participate in appropriate in-service and workshop programs and attend departmental meetings as required and/or as necessary.
15. Protect confidentiality of records and information about faculty/staff, and use discretion when sharing any such information within legal confines.
16. Perform any duties and responsibilities that are within the scope of employment, as assigned by his/her supervisor, and not otherwise prohibited by law or regulation.

HOW TO APPLY:
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Director of Campus Safety” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

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, staff and programs.

It is the policy of The Masters School to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all school-sponsored employee activities.