



Security Officer -Mid-Shift (Approx.: 10:30am to 7:00pm)

Reports To: Security

Job Status: 12 month, full-time, hourly

Salary Information: Salary will be commensurate with experience. This is a full-time 40-hour work week role. Employee is eligible for school Medical, Dental, Vision insurance for themselves and/or family members as well as a 401(K) savings program with school match and generous paid Holiday and Personal Time Off (PTO) benefits.

Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e., the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff

Responsibilities

- Take actions and implement programs and procedures that ensure the safety and security of staff, students, and visitors on the high school campus.
- Prepare and maintain records related to safety and security issues, accidents, illness, as well as work orders relative to physical access, etc.
- Monitor and supervise students before, during, and after school, at special events and weekend activities as well as sporting events.
- Physically address and intervene with students who may have a disagreement or de-escalate a physical confrontation.
- Escort students and visitors on campus as required.
- Provide traffic and crowd control.
- Investigate violations of rules and laws, as needed and as directed.
- Respond to routine emergency calls for assistance.
- Monitor student/staff parking areas and intervene to assist in removing individuals trespassing or parking illegally.
- Lock and unlock gates.
- Patrol school grounds as assigned and maintain a physical presence in assigned and roving areas as needed.
- Investigate reports of weapons and/or drugs.
- Assist with routine drug testing as instructed by Dean's office.
- Issue physical keys and coordinate locker repairs and provide assistance to students.
- May be called upon to assist with classroom monitoring at beginning of the day until a substitute teacher arrives in the classroom.
- Assist with maintenance of property by identifying and reporting facilities and safety-related issues via work order.
- Assist Maintenance team with room setups and general maintenance of the campus while on routine patrols.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Must possess a current BIS Guard card or be in process of obtaining same.
- Disposition and ability to de-escalate volatile situations and ability to appropriately respond to unexpected or unforeseen situations promptly and quickly in a calm, pragmatic and reasonable manner.
- Be skilled in the use of a computer and have a working knowledge of Microsoft Office applications.
- Be highly motivated with strong organizational, problem-solving, and oral/written communication skills
- Must be physically able to walk up to 8 hours or more per day and have the mental capability to assess unusual situations.
- Possess a disposition toward a team approach to administration, faculty, staff, parents & students

Education & Experience

- Associates degree or equivalent required. Bachelor's degree preferred.
- Must have minimum of 2 years' recent security experience, preferably in a school environment or dealing with students.
- Prior military and/or law enforcement experience strongly preferred

The above is intended to describe the general content of and requirements for this job. It is not to be construed as an exhaustive statement of duties or responsibilities.

How to Apply

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to employment@jserra.org that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment***
https://www.jserra.org/uploaded/About_Us/HR/JSerra_Employment_Application_2020.pdf
- Essay – Provide a maximum one-page typed response to the following:
 - "Having reflected on JSerra's Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra's values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school's mission."
- For teaching positions, applicants must also provide:
 - Letters of recommendation from current (preferred) or previous supervisors (minimum of two)
 - College transcripts

*You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.

Please ensure that complete applicant packages are emailed to employment@jserra.org in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.

JSerra Catholic High School is a religious 501(c)(3) organization