



## **Director of Safety and Security**

**Reports To:** Director of Capital Projects and Campus Operations

**Work Schedule:** 12 Months

**FLSA:** Exempt

**Start Date:** Immediate

### **Mission:**

Guided by our Quaker principles, Friends Academy educates our students to discover and develop the best of who they are and who they can become.

### **Belief Statement:**

We achieve educational excellence by committing to the highest standards of learning and living. Our diverse and welcoming community is strengthened by our Quaker values, which empower our students to inquire, reflect, and engage in their classrooms, in their neighborhoods, and in the world. Because when we inspire students to learn and live with purpose, they achieve greatness without sacrificing goodness.

### **Overview of the position:**

Reporting to the Director of Capital Construction and Campus Operations, Friends Academy seeks a highly qualified individual with extensive experience in law enforcement including service with the Federal Bureau of Investigation (FBI) or other federal agencies specializing in safety, security, and threat assessment to serve as the Director of Safety and Security. This role requires a strategic leader with a strong background in both physical security operations and community affairs to foster a safe and secure academic environment.

The Director of Safety and Security will be responsible for developing, implementing and managing a comprehensive safety and security program that aligns with the school's mission and culture. This includes risk assessment, emergency preparedness, crisis response planning, and collaboration with local, state, and federal law enforcement agencies. The successful candidate must demonstrate expertise in threat mitigation, protective intelligence, and proactive security measures tailored to an educational setting.

This is an excellent opportunity for a seasoned professional with federal law enforcement experience who is passionate about making a meaningful impact on the safety and well-being of students, staff, parents, alumni, and visitors.

**Essential Responsibilities: Duties may change and others may be assigned:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Available on weekends and evenings and with immediate assistance in emergencies.
- Implement and maintain a comprehensive security program for the school that includes policies, procedures, and guidelines that align with or exceed industry best practices to provide an overt and reliable security presence on campus.
- Integrate policies, people, and systems to develop a vision for a comprehensive campus safety and security program that includes daily operations and long-term priorities for campus safety, emergency management, risk management, and access control.
- Oversee the daily security operations of the campus (internal and outsourced), identify potential security risks, and propose enhancements. Coordinates and directs the scheduling of employee security staff and external staffing to ensure comprehensive security coverage for the institution's needs.
- Assist with recruiting, training, and supervising security personnel, ensuring they are equipped to respond effectively to emergencies and other security-related incidents.
- Collaborate with consultants, school administrators, staff, law enforcement agencies, and other community partners to assess and address security needs in a proactive manner.
- Coordinate with local law enforcement and emergency services to ensure a well-prepared response to threats and emergencies, including development and execution of joint exercises.
- Direct the design, implementation, and maintenance of security systems, protocols, and technologies including surveillance cameras, access control systems, visitor management, and alarm systems.
- Conduct regular safety and security audit assessments of school facilities to identify potential risks, vulnerabilities, and develop strategies to address them.
- Conduct and coordinate an annual training program for security and traffic control personnel.
- Initiate, coordinate, and lead staff and student training programs on emergency/active shooter response, including situational awareness, de-escalation training, evacuation strategies, and shelter-in-place procedures. Provide guidance on how to respond to

security incidents and promote a sense of preparedness among students, faculty, and employees.

- Monitor and analyze security trends, incidents, educational facility risks, and best practices to ensure continuous improvement of the institution's security program.
- Continuously develop strategic and tactical improvements through educational opportunities, personal networks, professional organizations, and liaisons with law enforcement and other agencies.
- Coordinate with applicable institutional departments to implement fire safety plans, evacuation procedures, and conduct regular fire and lockdown drills in compliance with local and NYS fire code requirements.
- Spearhead monthly inspections in partnership with the facilities team to monitor the maintenance of fire suppression systems, alarms, and emergency exits.
- Monitor surveillance cameras. Report school incidents, and crimes, and respond to all emergencies.
- Lead incident response efforts and team; provide guidance during crisis situations.

#### **Education, Experience and Competencies:**

- A Bachelor's Degree is required. A Bachelor's Degree in Criminal Justice, Security Management, or a related field is preferred.
- A minimum of 10 years of law enforcement experience, including substantial service with the FBI or other federal agencies specializing in safety, security, and threat assessment is required. Prior supervisory experience is required.
- Proven 5 years or more experience in a leadership role as the Director of Security or similar position; in which the experience is transferable to a an educational setting\
- Strong knowledge of local safety regulations, fire codes, and security best practices, risk assessment methodologies, and relevant laws and regulations.
- Demonstrated ability to develop and implement effective security programs, strategies, and training.
- Excellent leadership, communication, and interpersonal skills, with the ability to work effectively with diverse groups of stakeholders.
- Knowledge of security technologies and systems, including surveillance CCTV cameras, access control systems, and alarm systems.
- Excellent communication skills (interpersonal, radio, email, text, etc.).
- Professional demeanor and appearance.

- Computer skills: Google Workspace, Microsoft Office, PremiSys, ExacqVision, TitanHST, and Fast Pass
- Successful problem-resolution skills; able to multi-task
- Proven ability to promote a positive and ethical security environment, aligned with the institution's mission and people culture.
- Able to secure sensitive and confidential information.
- Flexible and able to work the days/hours that are conducive to the schools events, activities, and operations as well as respond to all calls for assistance and emergencies (during and outside of the workday).
- Able to manage stressful situations; exhibits good judgment and can make timely decisions.
- Maintain composure in dealing with authorities, leadership, staff, students, parents, and the public under conditions of urgency and in pressure situations.

**Supervision:** All Campus Security and Traffic Control personnel

**Certifications:** CPR/AED certification and a valid NYS certified security guard license. A Certified Protection Professional (CPP®) accredited by the American Society for Industrial Security (ASIS International) is preferred.

**Salary Range:** \$115,000 - \$140,000 annual. Salary offers are based on factors that include years of experience, training/skills, internal peer equity, market, and other organizational considerations. Friends Academy offers a comprehensive competitive benefits package, which includes tuition remission and a retirement plan that matches contributions, all of which contribute to your well-being. The salary range and/or hourly rate listed is a good faith determination of potential base compensation that may be offered to a successful applicant for this position at the time of this job posting and may be modified in the future.

Located on a beautiful 65-acre campus in Locust Valley, NY, Friends Academy is a PreK-12 private school that is based on the Quaker school values of simplicity, peace, integrity, community, equity, stewardship, and service. Visit our career page <https://www.friendsacademy.org/career> to learn why FA is a great place to work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Ability to talk

on telephone and radio. Ability to stand and sit for long periods of time is required. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Physically able to assist or carry a disabled, ill or injured person if required. Able to walk all of the school campus grounds, and stand for long periods on hard pavement and in wooded areas. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee can be exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate