

**Job Title:** Security Director  
**Status:** Exempt/Full-Time/ 12-months  
**Pay:** Salary  
**Reporting Official:** Head of School/Assistant Head of School  
**Classification:** Type II

The Security Director works under the direction of the Head of School and Assistant Head of School and is responsible to maintain a safe and secure environment for students, employees, and visitors. This individual will develop and implement effective strategies, policies, systems, and controls and ensure legal and regulatory compliance regarding all functions. This person shall be spiritually mature and shall reflect the philosophy of the school and God's word.

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#### **REQUIRED SPIRITUAL QUALITIES**

- Acknowledge Christ as Savior and seek to live life as His disciple. Share the Christian faith with others. Have a Christ-centered home.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Actively participate in a local Bible-believing church. Have a conviction that God has called them to Christian school ministry.
- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Memorize and help fulfill the school's mission statement by recognizing the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task. Believe and actively support the school's statement of faith (attached).

#### **SPIRITUAL LEADERSHIP**

- Reflect the purpose of the school which is to honor Christ in every activity.
  - Integrate Biblical principles and Christian philosophy of education throughout all activities.
  - Evidence the fruit of the Spirit in dealing with people.
  - Be a model of God's ideal for leaders. Demonstrate leadership and facilitative skills.
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#### **PROFESSIONALISM**

- Have knowledge of the school's curriculum, standards, and Christian mission.
  - Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
  - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct. (Romans 1:18-32) Ensures the work environment is Christian-based, nurturing, wholesome, and loving.
  - Respectfully submit and be loyal to constituted authority.
  - Model good attendance. Attend work regularly and arrive punctually.
  - Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Meet everyday stress with emotional stability, objectivity, and optimism.
  - Display friendliness and a good sense of humor. Display courtesy and patience in dealing with others.
  - Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
  - Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
  - Collaborate effectively with colleagues on a wide range of tasks. Contribute to team projects.
  - Inform administration in a timely manner if unable to fulfill any assigned duty.
  - Demonstrate the importance of discernment, discretion, and confidentiality concerning the sharing of information.
  - Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.
  - Use acceptable English in written and oral communication and speak with clear articulation.
  - Demonstrates a commitment to and support of diversity by complying with SACS' EEO policies, regulations, and procedures.
  - Be open to new ideas, initiatives, and concepts in education. Recognize your own mistakes and take measures to correct them.
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#### **ACADEMIC AND CULTURAL SUPPORT**

- Attend staff meetings and training programs as deemed necessary by the school administration.
  - Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
  - Represent the school and its philosophy in a favorable and professional manner to the school family and the general public.
  - Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
  - Supervise extracurricular activities, organizations, and outings as assigned.
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#### **ESSENTIAL JOB FUNCTIONS**

##### **Accounting and Finance**

- Along with the Head of School serve as primary negotiator with vendors and third parties regarding security.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within security budget limits.

### **Administrative Leadership**

- Hire, train, supervise, and annually evaluate the performance of assigned personnel. Forward completed evaluations to the Human Resources Director and provide personnel with copy of evaluation.
- Supervise SACS security personnel, security vendors, and third parties regarding security.
- Understand supervision and lead in a positive manner.
- Meet with colleagues to ensure coordination of programs and prompt problem resolution.
- Work effectively with a team and independently as needed to support the group effort.
- Provide a good learning environment by keeping proper discipline on the school premises.
- Perform other tasks and assumes such other responsibilities as the Head of School may assign.

### **Administrative Support**

- Participate with Head of School in strategic planning and organization events.
- Initiate and oversee risk management and legal policies, procedures, and activities: letters of agreement, contracts, leases, etc., to ensure compliance for security needs.
- Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Recommends new hires, promotions, termination, and transfers for the purpose of maintaining staffing needs and productivity of the work force.

### **Security/School Safety**

- Develop, implement, and manage a comprehensive security/school safety program, policies, and procedures by studying organization operations and schedules; establishing internal controls; conducting inspections as appropriate; reporting potential hazards to appropriate departments; creating and updating SACS Crisis Incident Response Plan, safety and security manuals.
- Implementing training programs pertaining to matters of safety and security for administrators.
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
- Coordinates safety planning and practice to support academic processes of each school by creatively implementing best practices in safety, security and emergency preparedness with proper adaptation to the environment, creativity and innovation so the process of education can be enhanced rather than impeded by safety efforts.
- Conducts and coordinates safety, security, and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness.
- Develop and monitor school safety areas within school improvement plans.
- Assess control procedures.
- Support risk management policies and procedures.
- Secures facilities, equipment, students and personnel by working in conjunction with the appropriate departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution.
- Provide oversight, documentation and coordination of approval of school volunteers and independent service providers to include background check and clearance.
- Serves as a liaison with local law enforcement agencies. Working directly with local law enforcement agencies during critical incident situations and follow-up.
- Works with appropriate departments to meet operational security needs within budget; works with Finance, Facilities and Maintenance departments for capital improvements as needed; schedules expenditures.
- Assists in the development and implementation of security plans for special events.
- Advises and assists site-based administrators in matters involving criminal activities on school campus.
- Coordinates with site-based administrators, maintenance, and facilities departments to address and correct safety/security issues on school campus.
- Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campus; presenting them to appropriate school directors.
- Direct parking and traffic control.
- Receives all reports of school crime from site-based administrators and maintains statistics regarding this information.
- Communicates with other schools on matters related to school safety.
- Security Director participates in annual trainings to stay current on laws, policies, and procedures regarding school safety.
- Do not allow unauthorized people in the buildings after hours. Be vigilant for strangers entering the school, and politely offer assistance.
- Ensure those entering the school state their business and notify an administrator if someone seems suspicious.

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### **PROFESSIONAL QUALIFICATION**

- Bachelor's degree required. Minimum of 5 years of experience in tactile response training, security, and emergency management.
- Advance knowledge and skills with standard software, including Word, Excel, PowerPoint, and Outlook. General working knowledge of spreadsheet software, e-mail, and database entry, and working knowledge of the Internet.
- Strong written and verbal communications skills and high attention to detail.
- Have reliable transportation to and from work.
- Must be a minimum of 25 years of age and pass criminal history record check.

## **Doctrinal Statement of Faith**

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.

We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.

We believe in "that blessed hope" the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born-again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

## **Lifestyle Statement & Declaration of Moral Integrity**

San Antonio Christian Schools is a religious, nonprofit organization representing Jesus Christ throughout the local community. SACS requires its employees to be Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6: 40).

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that we seek to inculcate in our students. As an applicant for a ministry position as an employee or as a volunteer at SACS, I recognize, understand, and agree to live by the Christian moral standards of SACS.

Employees are expected to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. Employees are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The SACS Doctrinal Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). SACS believes that biblical marriage is limited to a covenant relationship between a man and a woman.

SACS employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of SACS that each employee will have a lifestyle in which "He may have the preeminence." (Col. 1:18, NKJV).

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

# Physical Requirements to fulfill the

## Essential functions of

Security Director and/or Asst. Security Director

### FREQUENCY OF REQUIRED EXPOSURE/USE

WORKING ENVIRONMENT	SELDOM	FREQUENT	DAILY
OUTDOOR DUTY			X
COLD (50 °F or lower)	X		
HEAT (90 °F or higher)			X
CHEMICALS/SOLVENTS/GAS			X
NOISE			X
HIGH STRESS			X
CLIMBING STAIRS			X
STANDING			X
SITTING			X
WALKING			X
RUNNING		X	
KNEELING			X
BENDING			X
REACHING OVER SHOULDER			X
REACH CHALKBD HEIGHT			X
PUSHING			X
PULLING			X
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs			X
More than 50 lbs		X	
LIFTING OVER SHOULDER:			
Up to 20 lbs			X
Up to 50 lbs			X
More than 50 lbs		X	
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs			X
More than 50 lbs		X	
<b>OPERATE MACHINERY</b>			
TELEPHONE			X
COPIER/PRINTER			X
COMPUTER/TABLET			X
AV EQUIPMENT		X	
<b>OTHER REQUIREMENTS</b>			
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS			X
DRIVING		X	

Date job description last reviewed:

5/6/2022

Reviewed by:

HR