

Campus Safety Officer
Part Time 3rd Shift 11pm-7am
Friday & Saturday Nights

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

The Campus Safety Officer provides safety services to the campus, ensuring the security of the MHS property and maintaining a safe educational environment for all community members and guests. With an emphasis on customer service and strengthening community relations to further the mission of the School, Campus Safety Officers are committed to serving a diverse school community and are tasked with identifying, assessing, and responding to potential hazards and safety-related incidents at the School. Campus Safety Officers should expect to work a shift schedule that could include days, evenings and/or overnights, along with weekends and holidays. The Campus Safety Officer reports directly to the Campus Safety Manager.

Responsibilities

- Conduct patrols of school properties and inspect access points to the buildings to secure the campus and provide a safe learning environment
- Represent Miss Hall's School by providing professional and courteous assistance when answering incoming calls and receiving visitors to campus
- Notify key personnel of major incidents or emergencies on campus in a timely manner and utilize the RAVE system to disseminate emergency notifications to the community as needed
- Demonstrate discretion and decorum in communications and maintain confidentiality with unquestionable integrity

Required Knowledge, Skills, & Abilities

- Must be at least 22 years old
- Superior verbal communication skills and strong written communication skills
- High ethical standards and an awareness of appropriate boundaries as well as sensitivity and respect for the needs of an adolescent, all-girls population
- Must have the ability to hear alarms, radio transmissions, telephones, fire horns, cries for help, and running water. Must have good vision and observational skills, with the ability to monitor visual security alarms and observational devices and be aware of the surroundings
- Has the ability to work in an environment where personal safety may be at risk. May be required to handle hazardous materials in the workplace and will be required to wear personal protective equipment when performing certain assigned tasks
- Must be able to lift and carry up to 50 pounds, climb multiple flights of stairs, horizontally drag up to 150 pounds for 100 feet, walk for extended periods of time during patrol shifts, perform CPR, operate windows and fire doors, use a portable fire extinguisher, and run, when necessary, in response to emergencies on campus.
- Must be able to complete a pre-employment Human Performance Evaluation that tests essential functions of the job including such physical requirements as walking, running, lifting, muscular endurance, and the ability to perform CPR compressions