



### **Campus Safety Officer – Part Time 3<sup>rd</sup> shift**

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, overnights along with weekends and holidays. The Campus Safety Officer reports directly to the Director of Campus Safety.

#### **Responsibilities**

Conduct patrols of School properties and inspect access points to the buildings to secure the campus and provide a safe learning environment

Respond efficiently to all calls for assistance, notifying and coordinating with other personnel, Rapid Response, Pittsfield Police, Fire, and/or Emergency Medical Services when necessary

Represent Miss Hall's School by providing professional and courteous assistance when answering incoming calls and receiving visitors to campus

Inspect all emergency equipment on a regular basis to ensure operational readiness and regulatory compliance

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

Investigate all incidents during assigned shifts and maintain detailed and accurate reports of findings and a log of activities for each shift

Demonstrate discretion and decorum in communications and maintain confidentiality with unquestionable integrity

Manage the school's fleet of vehicles, overseeing reservations, ensuring the vehicles are safe for travel, and assisting drivers with issues that arise

Maintain an active presence and participate in campus life when possible by attending School events, serving on committees and participating in recreational activities

Demonstrate continuous effort to improve operations and identify, respond to, and report all hazards that could jeopardize the safety and security of the campus community

Assist the faculty and administration in enforcing the safety rules, regulations, and policies of Miss Hall's School

#### **Required Knowledge, Skills, & Abilities**

Must be at least 22 years old

Associates Degree with prior experience in campus safety, public safety, or emergency services preferred

Highly organized, detail-oriented, and responsive with ability to see the big-picture and prioritize between competing and equally important institutional objectives

Superior verbal communication skills and strong written communication skills

Ability to remain composed during stressful situations and make appropriate decisions during emergencies

Critical thinking and analytical skills with electronic media literacy

Displays integrity, discretion, and emotional maturity

Experience working with diverse constituencies and a commitment to equity and inclusion with a demonstrated ability to interact effectively and respectfully

Demonstrated collaborative and collegial work habits with the ability to work independently

High ethical standards and an awareness of appropriate boundaries as well as sensitivity and respect for the needs of an adolescent, all-girls population

Commitment to the MHS Mission and Core Values

Must possess and maintain a valid driver's license with a record of safe driving behavior

Must possess or have the ability to obtain valid certifications in CPR, AED, and First Aid procedures