

**Human Resources**

17001 Addison Road
Addison, TX 75001
972.931.8325
TrinityChristian.org

Position: Evening Campus Safety Officer
Department: Business Office
Reports to: Security Director
Start Date: Summer/Fall 2020
Hours: Full Time – 2p-10p, School Year
Salary: \$40,000
Benefits:

About TCA

Founded on the purpose of educating and developing the whole person for the glory of God, we integrate faith with learning because we believe God created us in His image to be lovers and learners of Him, of our neighbors and of all creation. Our students are challenged academically through rigorous curriculum in 21st century classrooms. We are dedicated to preparing our students to pursue higher education at the country's most prestigious and challenging colleges and universities. Through a combination of called and caring teachers, low student turnover and active family involvement, the TCA experience is one of community. Families, faculty and students develop long-standing relationships built on a pursuit of excellence in every area and a shared commitment to Jesus Christ.

General Description

The Evening Security position answers to the Security Director and/or the Assistant Security Director. This position will be responsible for providing safety and security for the campus during the evening hours.

General Responsibilities

- Be present on and around campus during working hours as a visible deterrent to offenses.
- Be the point of contact with Off-Duty Police officers whenever the Security Director or Assistant Security Director is not present.
- Provide escorts between buildings and parking lots for faculty and students leaving campus after hours.
- Ensure that all buildings and gates are locked and secure at the end of the day.
- Report any suspicious activity or criminal activity to Addison PD.
- Intervene if necessary, to protect life if such a situation should arise.
- Place cones and/or barricades as directed to control access to parking lots or spaces.
- Provide timely input on security policies and procedures when appropriate.
- Provide input to the Security Director in recommending safety and security equipment purchases, upgrades and capital improvement as warranted.
- Monitor and enforce compliance with procedures for fire and severe weather safety
- Oversee traffic control on campus, including vehicle and pedestrian traffic during work hours.
- Enforce the process of vendors and guests entering the campus and oversee the monitoring of all non-school personnel and direct them to appropriate areas
- Assess potential threats and manage any crisis on campus or at off-site school events

Required Education, Experience & Qualifications

- Documentable experience in law enforcement, military and/or organizational security required
- College degree preferred but not required
- Law enforcement or military experience strongly preferred
- Excellent leadership and communication skills; ability to effectively interact with students, parents, guests, and employees in managing change and/or challenging situations
- Self-motivated, independent and tendency to take initiative

Physical, Mental & Environmental Requirements

- Regularly works both inside and outside
- Ability to express ideas through spoken and written words
- Ability to reach, bend, stoop, push and pull items
- Ability to walk between buildings on campus
- Ability to move items weighing up to 30 lbs.
- Night and occasional weekend hours required
- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain
- Maintaining composure in dealing with colleagues, parents, students visitors, guests and the public, occasionally under conditions of urgency and in pressure situations

Contact

Trinity Christian Academy is looking for dedicated, enthusiastic and knowledgeable employees to join our education community who meet the following criteria:

- Employees who desire to work in a private, independent, conservative, evangelical Christian college preparatory school
- Employees who are committed Christians, active in their local church and growing in their personal walk with Christ
- Employees who have a passion for their areas of specialty, as well as the ability to communicate effectively with students and parents
- Employees whose personal lifestyle and character are above reproach
- Employees who welcome the opportunity to disciple and mentor students, helping develop godly character in their lives

Please contact Julie Brown, Director of Human Resources, for questions, 972-447-4666 or jbrown@trinitychristian.org.