



|| SECURITY OFFICER ||

St. Teresa's Academy

St. Teresa's Academy (STA) is a Catholic, accredited, college-preparatory high school. The Academy serves high-school students who desire excellence in education, a challenging curriculum, personal accountability and interest in extracurricular activities. STA provides young women with a premier education with a rigorous academic curriculum and technology program, award-winning arts and athletics programs, and service and mission opportunities. STA, founded by the [Sisters of St. Joseph of Carondelet](#), educates young women to think critically, encourages them through Catholic values to serve others, and empowers them to impact the world profoundly.

STA is seeking two part-time (25-30 hours/week) Security Officers for an 11-month position (August through June). Security personnel oversee security operations of the STA campus and actively engage in supporting students for them to be successful in the classroom and school community. Security personnel may be asked to work during evening or weekend hours for events, as required.

First shift: 7:00 a.m. – 12:00 p.m.

Second shift: 12:00 p.m. – 5:00 p.m.

| Responsibilities |

- Patrol and monitor the campus on foot and monitor security cameras to ensure the safety and well-being of students and staff and the facilities.
- Assign and activate door fobs for students and staff members and update access permission based on organizational changes and security requirements.
- Issue and manage parking passes for students and staff.
- Assist visitors with directions and secure proper identification as well as intercept unauthorized visitors and escort them to exits.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Report any discipline infractions, unauthorized visitors, and acts of vandalism to the administration.
- Notify and assist administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous or unusual situations.
- Protect the confidentiality of records and information about students and employees and use discretion when sharing any such information within legal confines.
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and

burglar alarms and extinguish small fires; summon and communicate with police and fire department as needed.

- Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures and assist with traffic and crowd control.
- Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities.
- Operate a variety of security and safety equipment including fire extinguishers, handcuffs, firearms, mobile phones, hand-held radios, pepper spray, and mace.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by a supervisor, and not otherwise prohibited by law or regulation.

| Qualifications |

- Minimum 3 years' experience as an armed security officer, school security officer, or law enforcement officer.
- Proprietary Private Investigator classification through the KCPD Private Officers Licensing Unit.
- High school diploma or equivalent.
- Knowledge of investigative techniques and procedures.
- Knowledge of security measures and safety procedures.
- Knowledge of laws, regulations, policies, and procedures related to assigned duties.
- Knowledge of interpersonal skills sufficient to deal with normal and possible confrontational situations.
- Knowledge of basic first aid, CPR and safety practices.
- Excellent verbal, written and interpersonal communication skills.
- Intermediate computer skills

| Other Requirements and Conditions |

- Certification or the ability to be certified in CPR with AED and Basic First Aid.
- Physical stamina, including the ability to stand and walk for extended periods as well as walk & run up and down stairs.
- Ability to lift/push/pull/ or carry items up to 50 lbs.

| St. Teresa's Academy is an Equal Opportunity Employer |