



School Safety and Security Specialist

REPORTS TO: Head of School

Full/Part-time: Full-time (11 months) / Salary

QUALIFICATIONS and EXPERIENCE:

- Experience in law enforcement and school safety, including supervisory experience.
- High school diploma or equivalent; Bachelor's degree – preferred
- Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE)
- Hold a valid License to Carry, issued through DPS
- Experience and education may be substituted for one another

JOB GOALS:

Performs school safety and security planning, developing, and implementing school safety and security protocols for Trinity School of Texas. Work involves coordinating internal and external preparedness responses for school campus incidents, providing on-site technical assistance, training faculty and staff, working with local agencies, monitoring statewide school safety initiatives, and applying best practices for threat assessments. The School Safety and Security Specialist is responsible for the physical safety of the campus, coordinating with daily contract SROs, keys, key cards, and IT related to safety during school hours and athletic and special events.

MAJOR RESPONSIBILITIES AND DUTIES:

- Develop and provide physical and technical security expertise to TST to configure safety measures on campus.
- Evaluate site conditions and recognize immediate security and maintenance needs.
- Perform compliance monitoring and audits.
- Plan and coordinate school safety training for faculty, staff, and students.
- Serve as a liaison with local education agencies, governmental agencies, and local law enforcement agencies to coordinate and promote school safety programs.
- Staff and supervise SROs on campus on a daily basis.
- Monitor the physical safety of the campus to ensure safety protocols are in place.
- Prepare reports, to communicate effectively, with the faculty and staff.
- Participate in the onboarding and offboarding process of employees and students to distribute and retrieve key cards and keys.
- Lead and provide direction for compliance monitoring activities within the leadership team.
- Perform related duties as assigned.

TRAINING:

- Participate in all requisite School trainings prior to the start of the school and throughout the School year
- Attend required staff development and training sessions throughout the year
- Attend in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by the Safeguarding God's Children Policies
- Commit to the ideals expressed in Trinity's Vision and Mission

APPLICATION REQUIREMENTS:

Qualified candidates should complete an online application for employment under "About" at <https://trinityschooloftexas.com/about/employment/> and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact employment@trinityschooloftexas.com with any questions.

Trinity School of Texas does not discriminate in hiring and retention policies. Candidates of all races, creeds, colors, religions, and ethnic and national backgrounds are encouraged to apply for available positions and will be afforded fair and equal consideration for inclusion within the faculty and staff.