



WESTMINSTER ACADEMY

Director of Operations & Security Job Description

Purpose:

The **Director of Operations & Security (DOS)** oversees the daily use of the school's facilities and grounds (owned by Ridgeway Baptist Church) to ensure they are both functional and clean. He/she also manages all aspects of safety and security on campus, including developing and implementing comprehensive safety plans, managing security personnel, coordinating with local law enforcement, conducting risk assessments, and ensuring staff and students are properly trained on emergency procedures, all while maintaining a safe and secure learning environment for everyone on campus. And he/she oversees the school's technology infrastructure, ensuring smooth operation of systems, managing network access, maintaining software updates, troubleshooting technical issues, and working with vendors to procure and implement new technology solutions, all while aligning with the school's educational objectives and budget constraints.

All employees of Westminster Academy must strive to love the Lord in front of students and make the Christian faith observable in all aspects of the school community. As someone whose work is public to various constituencies, the DOS must be a model servant and not above the most menial tasks while adhering to the highest standards of professional excellence. He/she should approach his/her responsibilities with a redemptive perspective guided by faith in Christ. The school's mission, vision, and statement of faith must guide the DOS as he/she interacts with parents, students, faculty, RBC, contractors, and all those within and outside our faith community.

Reports to:

Head of School

Works closely with:

School Administration
Ridgeway Baptist Church Staff
Faculty
Students

Direct reports:

Custodial Staff
Maintenance Staff

Specific responsibilities:

Facilities & Maintenance

1. Be a diplomatic liaison between Westminster Academy and Ridgeway Baptist Church regarding all facilities matters.
2. Inspect the properties used by Westminster Academy for proper use, safety, cleanliness, and improvement.

3. Direct the maintenance, repair, and refurbishment of school rooms, offices, hallways, and grounds.
4. Make sure that projects are completed with quality and in a timely manner, especially as the school grows and major improvements are made.
5. Oversee and direct maintenance/cleaning/repair staff.
6. Contract out building repairs that regular maintenance staff cannot accomplish, including construction, carpentry, plumbing, electrical, grounds-keeping, and HVAC issues.
7. Coordinate efforts with Ridgeway Baptist staff and outside vendors.
8. Oversee procurement and replacement of fixtures and furniture.
9. Formulate and execute an Operations budget.
10. Coordinate school event setup, preparation, teardown, and restoration, especially in the CLC on game days.
11. Communicate effectively with faculty, staff, administrators, coaches, parents, and vendors regarding maintenance, policies, and projects.
12. Coordinate with and oversee students who help with Operations tasks, especially over the summer.

Security & Safety

1. Develop, implement, and regularly review comprehensive school safety plans, including emergency response protocols, crisis management drills and procedures, and active shooter response strategies.
2. Act as the primary point of contact for all security incidents and emergencies.
3. Coordinate with local law enforcement agencies, emergency responders, and school administration during crisis situations.
4. Establish and enforce security policies and procedures for access control, visitor management, and building safety.
5. Supervise security officer(s) and/or school resource officers (SROs) to ensure effective monitoring of school grounds and building security.
6. Evaluate security officer performance and provide necessary training and development opportunities.
7. Conduct risk assessments to identify potential safety hazards and vulnerabilities within school facilities.
8. Schedule and assign security personnel to specific locations based on needs for school events as needed.
9. Conduct regular safety drills and exercises to test emergency preparedness and response capabilities.
10. Investigate security incidents, including student misconduct, suspicious activity, and potential threats.
11. Maintain detailed records of security incidents and generate reports for administration and relevant authorities.
12. Collaborate with school administration to address disciplinary issues related to safety violations.
13. Provide safety awareness training for staff, students, parents, and visitors on security protocols, emergency procedures, and reporting mechanisms.
14. Collaborate with school leadership to integrate safety education into the curriculum.
15. Build relationships with local community organizations to promote safety initiatives.
16. Manage and maintain security systems including surveillance cameras, access control systems, and alarm systems.

17. Monitor and analyze security data to identify trends and potential issues.

Information Technology

1. Manage the school's IT systems or serve as the school's liaison to an IT-contracted service.
 - a. Monitor the school's network performance and stability.
 - b. Oversee the school's network access controls and user permissions.
 - c. Troubleshoot network connectivity issues.
 - d. Supervise the procurement, installation, and maintenance of computer hardware.
 - e. Manage software licenses and updates across the school.
 - f. Implement data backup procedures to prevent data loss.
 - g. Monitor for potential security threats and breaches.
 - h. Enforce data privacy policies and compliance regulations.
 - i. Ensure compliance with relevant IT regulations and standards.
2. Coordinate with IT support for hardware repairs and replacements.
3. Ensure proper functioning of classroom technology like smart boards, projectors, and computers.
4. Provide training to teachers on utilizing educational technology tools.
5. Assess technology needs based on curriculum requirements.
6. Communicate technology updates and policies to staff and faculty.
7. Align technology implementation with the school's educational goals and curriculum.

Skills and Qualifications:

Required

1. Experience in overseeing day-to-day operations within a school (or comparable) setting, facilities, and operational processes within an educational institution.
2. Proven ability to develop and manage budgets, including cost analysis and resource allocation.
3. Experience leading and managing teams of staff members, including performance evaluations and conflict resolution.
4. Excellent communication and interpersonal skills to collaborate with diverse stakeholders.

Preferred

1. Understanding of school policies, procedures, compliance regulations, and educational best practices.
2. Ability to interpret data to identify trends and make informed decisions regarding operational efficiency.
3. Three to five years of experience in law enforcement, security management, or a related field.
4. Expertise in crisis management and emergency response planning.
5. Knowledge of relevant safety regulations and legal requirements.
6. Proficiency in utilizing security technology and monitoring systems.
7. Experience managing IT systems or working closely with an IT contractor.
8. Knowledge of relevant state and federal regulations related to school operations.