



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

(412) 690-2489

Fax: (412) 690-2316

www.cityhigh.org

Job Description

Job Title	School Safety Manager
Position Summary	Lead the school in developing and implementing procedures and a comprehensive school safety program that assures the safety and security of City Charter High School. A highlight of responsibilities includes: model school safety practices. Supervise 1-2 school safety officers. Patrol and secure school floors and be present at end of day dismissal outside. Advise and work closely with the Admin team. Coordinate necessary local and state school safety reports. Monitor lunchroom during student lunch periods. Respond to emergencies. Maintain order during conflicts and Incidents. Work with students on peaceful resolution of conflicts.
Qualifications	High School Diploma; 3-5 years of experience in security field; Prior experience working in a school environment preferred. CPR / First Aide / AED Certification; SRO Basic Certification. Restorative practices/justice training a plus.
Essential Job Functions	See below.
Reports to	CEO/Principal
Salary Range	\$48,000 to \$52,000 plus a generous benefits package including health insurance, paid time off, an attendance monetary incentive, a 401k retirement program (with matching contributions) and a 4-day school schedule that includes alternating Mondays off.

Essential Functions:

Duties include but are not limited to:

1. Leadership
 - a. Provide leadership and supervision to a School Safety team comprised of 1-2 School Safety Officers.
 - b. Work collaboratively with school Administration in helping to assure the safety of the school. Advise Admin with Security and School Safety expertise to help to influence informed school safety decision-making.
 - c. Complete reports by recording observations, information and occurrences when necessary for disciplinary actions regarding students.
 - d. Assist in investigations into possible violation of school policy.
 - e. Develop relationships with Pittsburgh Police, Emergency Management, and other interagency organizations that can help to complement City High's safety plan.
 - f. Lead the development of state reports due to the PA Department of Education (PDE) and submit according to deadlines.
 - g. Update and assure implementation of City High's All Hazards Plan.
2. Security Process and Procedures
 - a. Monitor security camera system utilizing DVR as needed for investigations.
 - b. Oversee and help facilitate implementation of morning arrival procedures.
 - c. Patrol and secure school floors and be present at end of day dismissal outside.
 - d. Provide monitoring coverage of the lunchroom during student lunch periods.
 - e. Respond to emergencies.
 - f. Maintain order during conflicts and Incidents.
 - g. Work with students on peaceful resolution of conflicts.
 - h. Assist with student and locker searches.
 - i. Witness testing of potential drugs to protect due process rights.
 - j. Assist during fire drills.

- k. Procure students as needed for administration, counseling staff, teachers and parents.
 - l. Examine, process and permit visitor access to school building.
 - m. Assist with securing belongings for students who receive early dismissals due to COVID health and safety protocols.
3. Collaboration
- a. As noted above, work closely with Admin to proactively and responsively maintain a safe and secure school environment.
 - b. As noted above, form and maintain interagency contacts/relationships that strengthen City High's safety.
 - c. Serve as an active member of various committees/teams such as the School Safety Committee, Threat Assessment team, and Wellness Committee.

Skills and Qualifications:

A high school diploma or its equivalent and 3-5 years of experience in the Security field or a similar role. Strong leadership skills and ability to proactively and responsively address issues that maintain a safe environment. Outstanding observation and reporting skills. Must have good communication and public relation skills. Trustworthy with the ability to keep any information or incident involving the school or a student confidential. Prior Restorative Practices/Justice training a plus. CPR / First Aide / AED Certification and SRO Basic Certification are required in the role.