



Safety Associate

Mission:

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders. Paul PCS, located in Northwest Washington, DC, serves students in middle and high school and is the home of the “M.E.R.I.T. Scholars” (motivated, educated, responsible, independent thinker). Beginning in the middle grades, MERIT Scholars experience a rigorous academic curriculum, coupled with arts and athletic opportunities to develop a firm foundation to eventually enter our college preparatory program at Paul International High School.

Position Overview: Under the direction of the Safety Manager and the Safety Coordinator, the **Safety Associate** has the immediate responsibility for maintaining a safe and secure learning atmosphere for staff and students. This includes assisting in controlling unauthorized access to the building and grounds and assuring that all students report to their assigned instructional areas.

Primary Responsibilities:

- Coordinate daily use of the security cameras, including finding and downloading clips as assigned by the safety manager.
- Act as a liaison between the administration and emergency service agencies
- Patrol public transportation routes and local businesses
- Patrol school building and grounds, support roving rounds, and covering breaks as needed
- Ensure that an incident report is prepared for all incidents outside of normal operations that happen on campus (from fights to weather related property damage)
- Notify the Executive Director of Operations when Law Enforcement Officers are on campus
- Maintain a high profile to discourage disruptive acts
- Cover evening and weekend school activities (Occasionally)
- Ensure that surveillance is provided of suspected problem areas
- Assist the administration with staff and student security awareness programs
- Operate security equipment (two-way radio, metal detector, x-ray machine, etc.)
- Provide coverage during arrival and/or dismissal times
- Serve as a member of the School Emergency Response Team
- Partners with the school’s Culture Team to use school behavioral data to address safety needs
- Other duties as assigned

Physical Demands:

- Ability to intervene in fights.
- Ability to spend long periods of time walking and standing and to complete security patrol duties.
- Ability to patrol outdoors in inclement and extreme weather conditions.

Special Requirements:

- Required to work flexible hours, including weekends, as assigned by the school administration to provide maximum security coverage. Required occasionally to work overtime.

Core Requisites

- Excellent oral communication and human relations skills.
- Ability to spend long periods walking and standing to complete security patrol duties.
- Experience in work involving the welfare and safety of students or others, preferably in an educational environment.



We offer:

Competitive salaries, excellent benefits, an innovative work environment, and an opportunity to rethink school as we know it and change the lives of our students. This is an hourly position with starting pay at \$21/hr.