

**Cataldo Catholic School  
Spokane, Washington**

**Campus Safety Specialist**

**POSITION SUMMARY:**

The Campus Safety Specialist's (CSS) primary responsibility is to provide for the overall safety and security of people and property on the Cataldo Catholic School campus. The CSS will provide for the safety and welfare of students and staff while on school grounds. The CSS will work under the direction of the school administration to provide a safe school environment. This position reports directly to the Principal.

**RESPONSIBILITIES AND DUTIES:**

**Student/Family Support**

- Establish and maintain a close partnership with school administrators, students, faculty, and staff to provide a safe school environment.
- Collaborate with school administrators, students, faculty and staff to continuously maintain and improve school safety.
- Build positive working relationships with students, staff, families, and community members.
- Be present, visible, and supervise students daily as prescribed by the school administration.
- Report any discipline infractions, unauthorized visitors, acts of vandalism, and suspicious activity to the building administration in a timely fashion.
- Observe and assist visitors on campus.
- Communicate safety and security policies and enforcement procedures to students, employees, and visitors.
- Assist with de-escalating and diffusing conflicts.
- Maintain and monitor campus surveillance cameras in coordination with the IT department.
- Maintain security records, logs, and reports and promptly relay any and all concerns to the administration.
- Work with the emergency notification system in coordination with the IT Department and school administration.
- Work with the IT department and Plant Manager to rectify any safety or security-related maintenance issues and or improvements.
- Be on call for urgent and or emergent security-related issues that occur on campus nights, weekends and holidays.
- Serve as school liaison with Spokane Police Department, Spokane Fire Department, and other law enforcement agencies on school safety and discipline issues, in collaboration with the Principal.
- Assist school administrators in emergency crisis planning and security matters.
- Schedule and coordinate emergency drills.
- Serve as a member of the Crisis Response Team.
- Maintain and service all emergency equipment and supplies.
- Assist building administration with action to be taken at the scene of incidents and emergencies.

- Attend regular meetings with school administration to exchange information and ideas.
- Facilitate training for school personnel and student body in handling safety issues and emergency situations that may arise at the school.
- Complete proper documentation related to incident reports and misconduct reports.
- Be prepared to accept other duties related to safety and security.
- Commit to ongoing professional development to stay current with best practices in school security.
- Manage and maintain a high level of confidential information and records pertaining to safety.
- Be a presence at all large gatherings in the school day: Mass, assemblies, recess, etc.
- Serve as a member of the school's Threat Assessment Team.
- Patrol the curtilage of the property to assess and address left-behind items or security risks and respond appropriately through coordination with school staff and/or law enforcement as needed.
- Assist in planning and coordination of safety and security for logistical aspects of the school, such as start of the school day and student releases, etc.
- Coordinate safety during all school Masses in the parish church and work in concert with the parish staff on overlapping security concerns from the parish that may affect the school.
- Perform other duties as assigned by the Principal.

#### **QUALIFICATIONS:**

- Reference check and criminal background check required.
- Complete school safety training recommended by Washington State in a timely manner once hired.
- Experience with a law enforcement agency.
- Experience in a school environment is preferred, but not required.
- Must possess a high school diploma (or equivalency).
- Possess or be able to obtain (within 30 days) CPR and First aid Certifications.
- Knowledge of, and the ability to apply, standard security procedures and best practices.
- Understand the School's Mission Statement. Demonstrate behavior and values consistent with the School's Mission.
- High level of attention to detail, initiative, and the ability to complete work in an accurate and timely manner.
- Possess proficient computer software skills (e.g., Word, Access, Excel, Adobe Acrobat, search software, etc.).
- Ability to diffuse and manage volatile and stressful situations.
- Strong organizational skills and the ability to work well under pressure.
- Ability to communicate information and ideas both verbally and in writing clearly and concisely.
- Must be team-oriented but also able to work independently.
- High level of interpersonal skills to handle sensitive and confidential situations.
- Knowledge of principles and processes for providing customer service and demonstrated ability to work positively with staff and patrons.
- Willingness to work flexible hours.

## **PHYSICAL REQUIREMENTS:**

- Must have the ability to stand and/or walk for extended periods; exhibit manual dexterity to dial a telephone, key a two-way radio, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and have the ability to jog and run and have the visual acuity necessary to observe and comprehend student movement.
- Occasional lifting (up to 20 pounds). Acceptable eyesight and hearing (with or without correction).
- Environmental Conditions: Works in both indoor and outdoor conditions.

## **BENEFITS:**

Cataldo Catholic School provides a rich offering of benefits and services to our eligible faculty and staff including:

- Full tuition waivers.
- Medical, Dental, & Vision (annual eye exam) Insurance:
  - Coverage starts first day of the month following 60 days of employment
  - Available to employees and children only; spouse coverage is not offered
  - Employer pays 100% of the employee premium
  - Employee pays 100% of child(ren) premium - same rate regardless of number of children
- Life & AD&D Insurance: \$10,000 term life
- Long Term Disability Insurance: Pays 60% of your salary after 90 days if unable to work
- Sick Leave: Accrue one day per month based on scheduled hours
- Personal Day: One day each calendar year based on scheduled hours; does not roll over to the next year
- Leaves of Absence: Medical & Family Leaves (WA Paid Family and Medical Leave - 830 hours to qualify,) bereavement, jury duty
- Statutory Benefits: Social Security and Workers' Compensation
- Retirement Plans:
  - Employee-paid voluntary tax-sheltered annuity plan 403(b) - may enroll on hire date or anytime thereafter
  - Employer-paid retirement plan 401(a) - eligible after one year of employment and 1,000 hours and 21 years of age; employer contributes 6% of your salary (does not require an employee matching contribution)
- Job Type: Position is August through June, working during the school's academic calendar and additional days during June and August. Additional days are designated by the school's principal.
- Salary: \$21-25 per hour

**Qualified applicants: Please send a cover letter and a copy of your resume to Zack Cunningham, Principal: [zcunningham@cataldo.org](mailto:zcunningham@cataldo.org)**