

Position Announcement

Stevenson School Director of Safety and Security

Founded in 1952, Stevenson School is one of the leading independent boarding and day-schools in the western United States. Enrolling approximately 750 domestic and international students in grades PK-12, it is a distinctly warm and supportive school, and operates two campuses on the beautiful Monterey Peninsula. Stevenson offers its students, faculty, and staff a values-driven community experience influenced by the beauty, ecological biodiversity, and contemplative culture of California's Central Coast. Stevenson's mission includes three aims: to prepare students for success in college and beyond, to foster a passion for learning and achievement, and to help students shape a joyful life. The region offers an exceptionally high quality of life with numerous and diverse cultural, recreational, civic, and outdoor opportunities—both locally and in the nearby San Francisco Bay area.

Reporting to the Chief Financial Officer/Chief Operating Officer and working closely with the President, Dean of Students, Director of Facilities, and Heads of both the Upper Division and Lower/Elementary Division, the Director of Safety and Security is responsible for the comprehensive operations of the School's safety and security services. The Director leads, manages, and oversees safety programming, facility safety, compliance, training, emergency preparedness, and critical incident management. The Director is actively engaged with both the Pebble Beach and Carmel campuses, and works collaboratively with students, faculty, administrators, and other internal and external constituents to promote a safe and secure environment. The Director plans, directs, and evaluates all activities of the department; ensures compliance with all laws and local ordinances as well as adherence to the School's policies and procedures; develops, implements, and monitors the effectiveness of campus safety policies and procedures; hires, trains, and supervises staff; prepares/administers the departmental budget; and tracks crime statistics to ensure compliance with School, state, and federal reporting responsibilities. The new Director performs risk management functions and coordinates emergency, disaster, and crisis response/drills for both campuses; serves as the liaison between the School and neighboring law enforcement agencies; implements safety and security operations including emergency communications, and develops programs and initiatives in support of the School's mission and vision. The Director maintains awareness of best practices and national trends related to safety/security and legal issues impacting primary and secondary education.

Stevenson School has a strong sense of community, and the Director must have excellent interpersonal and communication skills—with the ability to comfortably connect and meet with students who are minors, as well as a broad array of faculty, administrators, visitors, and other constituent groups. The Director will also work with the Dean of Students Office and provide support, as needed, to the School's student educational conduct system to help enforce community standards, including investigating alleged violations and presenting information at judiciary committee meetings as necessary. This position requires on-call responsibilities and some after-hours duties related to event management, athletics, and incident response. This is an exciting time to join Stevenson School as the Director will be entering an inaugural position, with the ability and expectation to create a best-practices safety and security program at Stevenson. Further, a safety assessment was recently completed and the Director will be able to use assessment findings as a blueprint for managing positive and progressive change at the School. The Director will be instrumental in providing the leadership, vision, and foundation for the future success of the School's safety and security program.

Minimum qualifications include a bachelor's degree (or certification from a law enforcement academy) and progressive leadership and management experience in educational/campus safety or law enforcement. Additionally, successful candidates must be able to demonstrate an understanding of private, independent schools; knowledge of emergency planning and critical incident management; and the ability to train students in personal and property safety, and work with faculty and staff to establish programs that reinforce safety and security protocols. Candidates must possess knowledge of federal, state, and local laws governing safety in educational institutions; knowledge of community policing best practices; experience working with, and leading,

diverse constituencies; understanding of law enforcement technology; and maintain proper certifications and licenses required by the School and State of California. The Director will demonstrate a strong commitment to the mission, values, and vision of Stevenson School and be willing to actively participate in School committees, projects, programs, events, and some after-hours activities.

Review of applications will begin April 21, 2017 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to Peter Rosenberg at pwr@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Spelman Johnson

Stevenson School – Director of Safety and Security
Peter Rosenberg, Senior Associate

Visit the Stevenson School website at www.stevensonschool.org

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