



## **Monarch School Project Campus Safety Coordinator**

### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Campus Safety Coordinator is responsible for safeguarding the students, staff, families, and campus property at The Monarch School. In this role, the Campus Safety Coordinator will maintain the safety of campus buildings, facilities, parking lots, walkways, and the grounds of the campus. They will be an ambassador of Monarch's emergency protocols and procedures, and act as an initial responder for safety issues on campus.

### **Reporting Relationship**

The Campus Safety Coordinator reports to the Director of Operations, however the incumbent must be able to communicate with other team members, Board of Directors, and external stakeholders.

### **Supervisory Responsibilities**

The incumbent in this position will not have any supervisory responsibilities.

### **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

### **Position Responsibilities**

- Create a welcoming and safe environment for families and caregivers, interact with a trauma informed approach and maintain a safe and inclusive community.
- Communicate with caregiver engagement team and programs teams to share information and develop opportunities for students to impact/influence their school community and physical campus
- Interact and redirect students in a positive and restorative way, build and maintain positive relationships.

- Collaborate with Leadership and School Leadership to develop, prepare, and implement safety and security policies and procedures.
- Coordinates the safety and security programs to promote and ensure a safe working and learning environment.
- Review current safety training and recommend revisions, improvements, and updates.
- Act as first responder to all campus emergencies that could potentially be hazardous.
- Be a representative and liaison to local law enforcement entities.
- Make regular inspection tours of the campus facilities noting unusual occurrences, trespassers, Fire, water leaks, or any other circumstances which could lead to a threat, safety concern, loss or damage to property or equipment.
- Ensure that only authorized persons are admitted on the campus and direct visitors and assists as needed.
- Support front desk operations by covering for breaks and meal periods.
- Monitor parking lots.
- Stop operations and activities that could lead to harming students, staff, or equipment.
- Identify opportunities to minimize workplace injuries, accidents, and health problems.
- Share environmental safety concerns and information with the appropriate levels in the organization.
- Ensure compliance with federal, state, and local safety laws, regulations, codes and rules. including California Ed code.

### **General Responsibilities**

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Students Come First” at all times
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

### **Education and Experience**

- Bachelor’s Degree in Law Enforcement or Business Management preferred
- 3+ years of safety and or security experience preferred.
- Bi-Lingual preferred.

### **Preferred Skills**

- Knowledge of safety and security protocols and emergency preparedness.
- Knowledge of company safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.

- Knowledge (or training) of a trauma-informed approach when working with students and families.
- Acute knowledge of the surrounding community of which Monarch is part, along with the physical proximity within the community and surrounding areas.
- Ability to conduct training.

### **Certificates and Licenses**

- A valid California driver's license is required
- Advanced training or certification in safety and or security preferred.

### **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

### **Equal Opportunity Employment:**

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **Job Status and Compensation**

This is a full-time, hourly position, temporary with pay starting at \$22.00 per hour.

**Competitive benefits package includes:** Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

## **Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**Campus Safety Coordinator**” in the subject line. This position will remain open until filled.