



## Join our JP II Cardinal Family *Assistant Director of Safety and Security*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

**Posting Date:** September 17, 2024

**Posting Close Date:** Until Filled

**Position Start Date:** Immediately

**Location:** John Paul II High School, Plano, Texas

### **Essential Duties and Responsibilities of the Position**

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms and being an active participant in emergency situations.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; reporting trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities.
- Maintains environment by monitoring and walking patrols.
- Maintains organization's stability and reputation by complying with policies and procedures.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Must be computer literate on multiple platforms.
- Must be able to work in the evenings and some weekends.
- Other duties as assigned.

### **Position Requirements**

#### **Knowledge, Skills and Abilities:**

- Lifting
- Surveillance
- Deals with uncertainty
- Judgment

- Objectivity
- Dependability
- Emotional control
- Integrity
- Safety management
- Professionalism
- Reporting
- CPR
- AED
- CHL

### **Special Requirements**

**The Assistant Director of Safety and Security is a mission-driven follower of Jesus Christ:**

- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

*We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.*

*Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.*

**Letter of interest, current resume, including significant accomplishments, and non-original copies of transcripts to:**

Mr. Mark Crawford  
Human Resources Manager  
John Paul II High School  
900 Coit Road  
Plano, Texas 75075  
[markcrawford@johnpaulihs.org](mailto:markcrawford@johnpaulihs.org)

**Salary:** Commensurate with experience and competitive with local schools. Benefit package included.