



Security Officer

Type: Full-Time (12-month employee)
Supervisor: Director of Facilities
Location: Chicago, IL
Start Date: ASAP

Mission Statement

Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

At Catherine Cook, we value a diverse and inclusive community. We define diversity as the range of differences and similarities between social identifiers including: race, socio-economic status, ability, age, gender identity, sexual identity, religion, and ethnicity. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

Job Description

The Security Officer enforces policies and procedures while ensuring the personal safety of students, staff, faculty, visitors, and property of Catherine Cook School. The Security Officer serves as the first point of contact to visitors entering the school and the last person most see as they leave. Additionally, through the monitoring of shared spaces across all campus buildings, this role is therefore critical in ensuring a positive image and maintaining safety for the school. The position reports to the Facilities Manager and includes, but is not limited to, the following responsibilities:

- Patrol and monitor all facilities and immediate surrounding areas to ensure the safety and well-being of all community members.
- Direct traffic during morning arrival and afternoon dismissals in accordance with the school's drop-off/pick-up procedures.
- Assist administrative staff, police, and emergency personnel during emergencies, disruptive situations, and drills, including fire drills, severe weather drills, lockdowns, etc.
- Notify the building administration, police, and/or appropriate emergency personnel of emergency situations, unauthorized visitors, acts of vandalism, and/or potentially dangerous/suspicious activity.
- Identify visitors and permit only authorized individuals eligible to enter the facility.
- Enforce the school's sign in/out procedures and provide direction to visitors.
- Display ethical and professional behavior in working with students, parents/guardians, caregivers, and school personnel.
- Advise administration on security and safety related issues.
- Maintain the security post at the front entrance during all school hours. Notify the main office when leaving post for any reason (restroom, rounds, etc.)
- Always maintain an attentive physical presence.
- Sign for/accept deliveries.
- Perform other job-related duties as assigned

Ideal candidates will possess:

- Minimum of high school diploma or equivalent required.
- Ability to exercise independent judgment.
- 2 years Armed Security, Law Enforcement, or U.S. Military experience.
- Must enjoy interacting with children.
- Must display ethical, professional, and age-appropriate behavior in interacting with students, parents, and school personnel.
- Ability to always maintain a calm and professional demeanor and to exercise good judgement in responding to traffic, security, safety, and emergency situations.

Must be fully vaccinated against COVID-19.

Compensation is competitive and commensurate with education and experience. Catherine Cook School is an equal opportunity employer. Please visit catherinecookschoo.org to learn more about our school and culture to see if you'd be a good fit.

Qualified candidates can send their resume and cover letter to:

David Murphy, Director of Facilities, dmurphy@ccookschool.org