



St. Michael's Episcopal School

St. Michael's Episcopal School seeks a qualified **Director of Security & Transportation** for the 2026-27 academic year. This is a twelve-month position, reporting to the Director of Finance and Operations.

St. Michael's Episcopal School nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence. The K-8 co-educational community is small enough (390 students and 50 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 10:1, and average class size 18 to 19 students. The School is located on a stunning 70-acre campus. Students hail from 31 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

POSITION DESCRIPTION

The Director of Security is a highly visible member of the school staff and is responsible for maintaining a safe and secure learning and working environment. The Security Director is highly engaged, working across all levels of the school to manage safety and security initiatives, daily security operations, and emergency management and planning. This person should have law enforcement weapons training.

OVERALL RESPONSIBILITIES AND EXPECTATIONS

SAFETY & SECURITY

- Organize and coordinate a comprehensive security/school safety program, including, but not limited to:
 - Security plans for special events.
 - Developing, scheduling and enacting emergency drills (fire, severe weather, active threat, etc.)
 - Reviewing and updating the Emergency Response Plan.
 - Maintaining and monitoring security cameras and access control systems.
- Demonstrate a visible presence by patrolling parking lots, playgrounds, sports fields, and the facilities, monitoring doors, and responding to any identified needs.
- Serve as a liaison with local law enforcement agencies/first responders.
- Respond to security and emergency situations on campus.

- Work directly with the leadership team to respond to the anticipated needs of various activities on campus (i.e., parking plans, traffic, coordinating doors, signage, lighting, etc.) to ensure the safety of the St M community.
- Direct security and traffic needs for select school events in evenings and on weekends
- Assist in the investigations and complete incident reports as needed.
- Assist in ensuring that all visitors to campus have proper identification and approval.
- Develop, implement, and manage programs and systems designed to effectively address security needs and protocols that are appropriate for a school setting.
- Coordinate and ensure school safety compliance with federal, state, and local regulations by staying apprised of existing and new requirements, and working with school administration to enforce school-wide adherence to requirements.
- Collaborate with other local schools, Richmond Police, Richmond Fire and Emergency Services, Virginia Department of Education, Virginia Association of Independent Schools on best practices and matters related to school safety.
- Conduct and coordinate safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for faculty, staff, students, and public safety officials. Schedule, conduct, and maintain records of all emergency drills on campus.
- Ensure emergency supplies are properly maintained and updated.
- Inform and warn individuals who are in violation of school rules and/or city regulations.
- Perform other duties as assigned.

TRANSPORTATION OPERATIONS

- Direct and oversee transportation operations for the School.
- Coordinate transportation services for athletic events, field trips, extracurricular activities, and special programs.
- Respond promptly to transportation emergencies, delays, accidents, and service disruptions.
- Maintain accurate transportation records, reports, and operational documentation.
- Ensure compliance with all applicable federal, state, and local transportation regulations.
- Develop and implement transportation safety procedures, emergency response plans, and accident prevention programs.
- Conduct accident investigations and implement corrective actions when necessary.
- Ensure all drivers maintain required licenses, certifications, medical certifications, and training requirements.
- Supervise, evaluate, and develop faculty and staff drivers
- Oversee maintenance, repair, inspection, and replacement of school-owned vehicles.
- Coordinate preventive maintenance programs to ensure vehicle safety and reliability.
- Monitor vehicle condition, usage, fuel consumption, and maintenance costs.
- Maintain vehicle records, inspection reports, registration, insurance, and licensing documentation.
- Collaborate with maintenance vendors and service providers as necessary.
- Develop and manage the annual transportation budget with the Finance and Facilities Director's assistance.

IDEAL QUALIFICATIONS

- Experience working in law enforcement..
- Minimum of 3 years experience in security management, preferably in a school setting.
- Bachelor's degree in a relevant field or equivalent combination of training and experience required.
- Considerable knowledge of applicable laws and regulations.
- Weapons training and appropriate certifications with the ability to conceal and carry a sidearm.
- Knowledge of trends and best practices for safety and security in a school setting.
- Proven leadership and project management abilities.
- Excellent interpersonal, oral, and written communication skills.
 - Ability to communicate effectively with students (ages 5 - 14), teachers, administrators, fellow employees, parents, guardians, alumni, trustees and independent contractors.
- Ability to detect problems and report information to appropriate personnel promptly and effectively.
- Valid vehicle operator's license.
- Computer proficiency is required, including Google applications.
- Demonstrated ability to manage and use software and security technology, including door access control, video surveillance systems, and ID systems.
- First Aid/CPR/AED certified.
- Knowledge of CPTED principles.
- Ability to work independently and ask for assistance when necessary.
- Candidates must satisfactorily complete background checks.
- Proven management skills in the area of supervision, communication, and emergency response.
- Familiarity with fleet maintenance principles and vehicle management.

PHYSICAL REQUIREMENTS

Work is performed both inside and outside of campus buildings with exposure to inclement weather and unpredictable crisis situations. The successful candidate must be flexible with working hours and conditions, including:

- Ability to walk for long periods of time around the 70-acre campus.
- Ability to lift and/or move up to 50 pounds.
- Ability to climb stairs.

SALARY RANGE & BENEFITS

Base salary range is \$58,000 - \$70,000. Salary is commensurate with experience.

St. Michael's offers a competitive benefits package which includes medical, dental and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, and tuition remission.

***Interested candidates should send their cover letter, resume,
and list of references to: employment@stmschool.net***