



Doing all for the glory of God - 1 Corinthians 10:31

Campus Security & Facilities Support Officer

Position Summary

The Campus Security & Facilities Support Officer plays a vital role in maintaining a safe, secure, welcoming, and Christ-centered learning environment for students, staff, parents, and visitors. This position is responsible for campus security, traffic management during arrival and dismissal, facility monitoring, and assisting with general operational needs throughout the school day.

Reports To

HCS School Board / Principal

Essential Duties and Responsibilities

Campus Security

- Monitor campus security cameras and investigate suspicious or unusual activity.
- Conduct regular patrols of school grounds, parking lots, playgrounds, and buildings.
- Ensure exterior and interior doors remain secured according to school safety protocols.
- Verify that visitors follow established check-in procedures.
- Respond appropriately to security concerns, emergencies, and safety incidents.
- Assist with emergency drills, lockdown procedures, and evacuation protocols.
- Report maintenance, safety, or security concerns to administration promptly.

Traffic Management

- Direct vehicle traffic during student drop-off and pick-up times.
- Help maintain an orderly and efficient flow of traffic on school property.
- Ensure pedestrian safety throughout arrival and dismissal periods.
- Communicate courteously and professionally with parents and visitors.

Facilities & Operations Support

- Perform routine inspections of campus facilities to identify safety hazards or maintenance needs.
- Assist with minor facility-related tasks as assigned.
- Set up and tear down equipment, furniture, or event spaces for school activities.
- Support cleanliness and organization of common areas.
- Assist administrators and staff with operational tasks as needed.

General Support Duties

- Complete various assigned tasks that contribute to the smooth operation of the school.



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- Provide assistance during special events, chapel services, athletic events, and school functions.
- Serve as a visible and approachable presence for students, staff, and visitors.
- Model professionalism, integrity, and Christian character in all interactions.

Qualifications

- High school diploma or equivalent required.
- Previous security, law enforcement, military, facilities, maintenance, or related experience preferred.
- Strong observation, communication, and problem-solving skills.
- Ability to remain calm and make sound decisions during emergencies.
- Ability to work outdoors in varying weather conditions.
- Ability to lift up to 50 pounds and perform physical duties including walking, standing, and occasional lifting.
- Basic computer skills and ability to operate security systems and camera monitoring equipment.

Spiritual Expectations

- Demonstrate a personal commitment to Jesus Christ and support the mission, values, and statement of faith of the school.
- Exhibit Christian character, professionalism, and servant leadership.
- Maintain positive relationships with students, families, faculty, staff, and visitors.
- Support the school's mission of providing Christ-centered education.

Work Schedule

- Part-time hourly schedule with flexible hours assigned at the discretion of school administration, 10-month position.
- 7:30-3:30 with some occasional later coverage for sporting events

Performance Expectations

Success in this position is demonstrated by:

- Maintaining a safe and secure campus environment.
- Effective management of student drop-off and pick-up traffic.
- Prompt identification and reporting of safety concerns.
- Reliable completion of assigned operational and facilities tasks.
- Positive interactions with students, parents, staff, and visitors.