



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Security Officer

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced security officer to provide a physical secure presence for the students, faculty, staff, and visitors to our campus. This position secures all premises and personnel by patrolling property; monitoring surveillance equipment; and inspecting buildings, equipment, and access and entry points. The ideal candidate will have completed Ohio Peace Officers Training Certification, private security or higher, with at least 3 years of security experience preferred. This full-time, year-round position works at least 40 hours per week, scheduled Sunday through Saturday, primarily afternoon shift with rotating days off and an occasional day shift as needed.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Provides security for all school and non-school related events on campus.
- Secures premises and personnel by patrolling property; inspecting buildings, equipment, and access points; permitting entry.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; discourages loitering and trespassing.
- Under direction of Cleveland Police assist with traffic control.
- First responder to alarms 24 hours/7 days a week, including holidays
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by opening and securing all campus buildings.
- Maintains organization's stability and reputation by complying with legal requirements.
- Conducts foot patrol, bike patrol and mobile patrol on campus property.

Required Qualifications:

- Ohio Peace Officers Training Certification, private security or higher
- At least three (3) years of security experience preferred
- Valid driver's license
- Ability to work primarily afternoon shifts with flexibility to work day shift as needed.

- Ability to work Sunday through Saturday with rotating days off.
- No previous felony convictions or escalating misdemeanors.

The successful candidate will also demonstrate the following competencies:

- Good communication skills (oral and written)
- Able to perform as directed
- Team player
- Professional image
- Ability to work overtime on short notice
- Stand long periods of time throughout the shift.
- Walk long distances, including walking up and down many steps. (approximately 5-6 miles total during a shift).
- Running may be required during emergencies.

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic Faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School is a Jesuit college-preparatory school with a Catholic tradition rooted in the Spiritual Exercises of St. Ignatius of Loyola. The school enrolls more than 1,450 students from 40 cities in a seven-county region. These young men enrich one another through learning in the classroom, creating in the arts, competing on the athletic fields and serving those in need.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17

Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of "Men for Others," there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the historic Ohio City neighborhood, Saint Ignatius occupies 18.5 acres with 18 buildings and three athletic fields. The faculty includes 109 members, 87 percent of whom have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by

Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact Sandy Appeldorn at 216-651-0222, Ext. 461 for assistance.

Submit electronically a letter of interest and resume to: sihsposting79@ignatius.edu

Deadline: Friday, January 18, 2021.

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu