



Director of Security and Safety

Columbus Torah Academy (CTA) is currently seeking experienced candidates for our Director of Security and Safety role. This position is responsible for all aspects of security and safety at both main campuses for CTA and Gan Ephraim Preschool. This includes developing and implementing policies & procedures, training staff and students, supervising all relevant team members, and managing student transportation & parking. Additional duties may also be assigned by the Head of School or Director of Facilities.

Essential Duties and Responsibilities:

- **Administrative**
 - Update and maintain emergency preparedness and crisis management plans to ensure compliance with ODE and Homeland Security guidelines
 - Prepare meeting agendas and oversee all action items resulting from meetings in cooperation with the head of CTA Security Task Force
 - Identify security grant opportunities, prepare the proposals, and administer awarded grants in conjunction with the CFO and the Development Director
 - Serve internally on the CTA Emergency Response Team
 - Ensure compliance with all safety regulatory requirements (including DOT, OSHA, ODE)
- **Training**
 - Ensure training is compliant with local, state, and federal requirements for preparedness
 - Schedule, conduct and evaluate all emergency drills in cooperation with Principals
 - Establish, lead, and ensure preparedness of emergency response teams on both campuses, including security-related duties for facilities personnel
- **Security Equipment/Systems**
 - Maintain all security equipment including emergency kits, megaphones, flashlights, traffic cones and traffic barriers
 - In cooperation with the technology department and CFO, ensure proper functioning of safety and security equipment: motion detectors, intrusion detection systems, surveillance cameras, building access system, PA and intercom system, exterior lighting, and fire alarm system
 - Interact with the alarm company to oversee the call list
- **Liaison**
 - Maintain relationships with Columbus police and other law enforcement officers to coordinate scheduling and onboarding of special-duty officers during regular school hours
 - Establish and maintain liaison with all local, state, and federal law enforcement, and security agencies whose area of responsibility includes CTA
 - Establish and maintain liaison with JewishColumbus and their Director of Security for the Columbus Jewish Community
- **Transportation Safety**

- In cooperation with CFO and Director of Facilities, implement procedures for parking and student drop-off/pick-up
- Coordinate with the educational administrative team with respect to drop off and dismissal management
- Special Event Security Planning
 - Plan and implement Operation Plans for all school-related special events (i.e., basketball games, other sporting events, overnight field trips, Graduation ceremonies, Grandparents' Day, Back-to-School Nights, New Parents' events) when requested
 - Conduct advance threat assessments for all field trip locations
- Investigations
 - Investigate and document all suspected criminal violations, suspicious incidents, security procedure violations and safety policy violations
 - Respond to all after hours security and fire alarms and be on call 24hrs a day for response to said alarms

Education/Training and Experience:

Minimum Qualifications

- A minimum of five years of relevant security experience in a school or commercial setting, or equivalent experience in a law enforcement or military environment
- Valid Driver's License and clean driving record
- Able to legally own and carry firearms in the state of Ohio
- Certified in security training by the state of Ohio

Preferred Qualifications

- College degree
- Experience as a law enforcement officer with certification in the State of Ohio
- Past supervisory experience

Knowledge, Skills, and Abilities

- Excellent analytical and diagnostic skills with a proactive approach to problem solving required.
- Strong organizational, written and verbal communication skills
- Ability to effectively respond to complex inquiries and/or complaints
- Proficient in MS Office
- Maintain AHA CPR certification

Benefits

- Dental Insurance
- Employee discount
- Health Insurance
- Vision Insurance
- Paid time off

CONTACT

For more information about our school, visit torahacademy.org. For more information about the position, or to apply, please send a cover letter and resume to Rabbi Avrohom Drandoff at adrandoff@torahacademy.org.