



SPRING VALLEY SCHOOL

Director of Security and Maintenance

(Full-time, 40 hours/week)

Reports to: Executive Director

[Spring Valley School](#)

Position Overview:

Spring Valley School (SVS) provides a learning space for students, grades K-12, with learning differences (including Dyslexia, Dyscalculia, and Dysgraphia) to unlock and embrace their unmatched potential in and beyond the classroom. We are looking to welcome a Director of Security and Campus Maintenance. This position has a primary focus of serving as a security presence and maintenance professional. Additionally, this position is subject to evolve with other duties as assigned.

Tasks and Expectations:

- Performing all law enforcement-related duties in a highly professional manner consistent with established procedures and directives.
- Monitoring security equipment and the camera system and ensuring problems are reported immediately so that corrective actions can be implemented.
- Facilitating safety drills
- Meeting with each faculty member bi-yearly in their space to run through drills specific to their individual space and students
- Providing supervisory oversight for student drop-off, lunch, and student pick-up during school months, including taking a leadership role in developing procedures
- Experience in building and grounds operations.
- Assist in maintaining school buildings in top condition.
 - Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.

- Work overtime when emergencies arise in order to prevent disruption of the schools.
- Observe school policies at all times.
- Keep abreast of new information, innovative ideas, and techniques.
- Perform general maintenance work inside and outside the physical buildings such as ceiling, roof, electrical, plumbing, and insulation repairs
- Conduct routine maintenance tasks such as replace light bulbs and ballasts, replace air filters, repair a running toilet, secure boards in classrooms, and assembly school furniture.
- Act as a substitute custodian when necessary.
- Undertake the periodic cleaning and maintenance of all roof gutters, drains, and sumps.
- Maintain the cleanliness and appearance of the externals of buildings and structures including the removal of cobwebs.
- Assist with the care and maintenance of buildings, furniture, and equipment.
- Contribute to the cleanliness and good order of the grounds and maintenance storage and work areas.
- Assist with preparing classrooms, furniture, equipment, and fittings in preparation for the beginning of each school term and as required.
- Assist with the deployment of deliveries.
- Trash removal from building and outside receptacles and taken to dumpster
- Assist with setting up and dismantling of areas for assemblies and other events, as required.
- Assist with the assembly and moving of furniture and equipment.
- Other duties as assigned by the Executive Director

Qualifications:

- A certification from a police academy with advanced training in a school setting.
- A background in criminal justice may be advantageous.
- A first aid and CPR certificate.
- A clear drug and criminal background check.
- A patient attitude and even temper.
- The ability to counsel and interact with children and teenagers.
- Experience interacting with neurodivergent children and teenagers
- Experience in building and grounds operations.
- Ability to initiate and complete work orders.

Compensation and Benefits:

- SVS offers health, dental, and vision insurance, long- and short-term disability insurance, health care saving account, retirement saving plan with 3% employer match, and paid-time-off
- Compensation tied to experience