

St. Joseph's Preparatory School

POSITION TITLE: SECURITY MANAGER

DEPARTMENT: BUILDING SERVICES

FLSA STATUS: NON-EXEMPT

REPORTS TO: DIRECTOR OF FACILITIES OPERATIONS

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory School is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly-selective, all-male school serves over 900 young men in their pursuit of becoming "men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart.

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve

POSITION SUMMARY:

The Security Manager reports directly to the Director of Facilities Operations. This position is responsible for supervising campus security officers and safeguarding students, employees, visitors and property. The successful candidate will be equally skilled and experienced in creating a secure and customer centric environment.

KEY RESPONSIBILITIES:

- Enforcing rules and regulations, as mandated by SJP, and in accordance with federal, state and local Guidelines; conducting patrols, security checks, traffic enforcement, property accountability, security Escorts, and access control.
- Manage the Security Department
- Manage the Access Control System, Make ID's, Cut Keys
- Maintains the CCTV Systems
- Manage Burglar Alarm Systems.
- Oversee the Private Security Company in charge of patrolling the Campus.
- Making sure the Prep different properties are checked daily
- Responsible for opening, closing and securing all aspects of buildings and classrooms including setting alarm systems, turning off lights and shutting windows
- Conducting initial investigations and completing incident reports as requested by the Dean of Students, Principal, or other members of the leadership team
- Assisting with on-the-job training of other personnel
- Maintaining all logs associated with keys, visitors, fire alarm trouble signals, badges and Properties checks
- Maintaining positive, professional and confidential communication with students, employees and Visitors
- Assists in emergency situations (i.e. fire, evacuation, human crisis)
- Providing detailed notes in the pass down log for other shifts
- Escalates more complex security issues to Director of Facilities
- Conducts building inspections to identify damage, unlawful entry attempts and gaps in security
- Distributes keys and notifies employees of visitors presence

St. Joseph's Preparatory School

- Monitors camera system and responds quickly to items deemed to be concerning or posing risk to the
- School community.
- Uses radio and telephone communication effectively to direct activity of coworkers

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Associate degree in Engineering or Security Management
10- Years of experience including at least 5 years of experience Security Management and leadership
- Strong oral and written communication skills
- Decision making ability
- Proven track record of successfully managing staff including reviewing timesheets and managing performance.

WORK ENVIRONMENT:

While performing the duties of this job, the employee may occasionally be exposed to moving mechanical parts; high, precarious places, fumes or airborne particles and outdoor weather conditions.

In order to be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org or mail to:

Joseph Dougherty, Sr. Director, Human Resources
St. Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130

Deadline: November 17, 2025

- Cover letter
- Resume
- List of three references (contact info only)

For information on our mission and characteristics of the school, please visit our website at www.sjprep.org

EQUAL OPPORTUNITY EMPLOYER