



**Title:** SCA Security Director  
**Salary Range:** Exempt (\$30,000-\$35,000)  
**Status:** Full-Time (10-months)  
**Reports to:** SCA Principal  
**Job Location:** Seaside Christian Academy, Ocean City, MD

**Overview:**

Seaside Christian Academy (SCA) is recognized by the Maryland State Department of Education as a PreK3 thru 12<sup>th</sup> grade Non-Public church-exempt school. Seaside Christian Academy is also a member of the Association of Christian Schools International (ACSI). Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

**Required Spiritual Qualities:**

- Have received Jesus Christ as your personal Savior
- Believe in the Bible is God's Word and standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a member in good standing at a Bible-believing New Testament church
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Integrate biblical principles and the Christian worldview throughout the school.
- Accepts without verbal or mental reservations; SCA Mission Statement, the SCA Vision and the SCA Statement of Faith and commit to upholding them (Addendum 1)

**Job Qualifications and Skills:**

- Excellent problem solving and people management skills.
- Above average computer skills and knowledge with Microsoft Office Suite, electronic monitoring and programming software.
- Responsible and professional leadership.
- Ability to review and evaluate operating procedures and recommend improvements.
- Strong ability to provide a very high level of customer service to schools and community.
- Ability to prepare and brief high level and sensitive information reports as required.
- Knowledge in working with technical communications systems, programs and equipment during daily operations and emergency circumstances.
- Ability to multitask while working on a computer and monitoring several technology outlets

**Job Responsibilities:**

- Regularly patrol school buildings, grounds, and parking areas to deter potential threats and maintain order.
- Monitor and control access to the school, ensuring that only authorized personnel enter and exit.
- Respond to emergencies, such as fires, injuries, or security breaches, and assist with evacuations.
- Monitor CCTV footage and other surveillance systems to identify and address potential security concerns.

- De-escalate and resolve conflicts between students, staff, parents, or visitors and intervene in situations that pose a safety risk.
- Document and report any suspicious activities, incidents, or security breaches to school administrators or law enforcement.
- Work with school staff, faculty, and law enforcement to maintain a safe and secure school environment.
- Design and enforce security procedures, including access control protocols, emergency response plans, and safety protocols.
- Provide security for all school special events.
- Assist with screening visitors and ensuring they follow school policies and procedures.
- Direct traffic during drop-off and pick-up times, and ensure safe pedestrian crossings.
- Attend training sessions to stay up-to-date on security procedures and best practices.
- Supervise all teachers and staff regarding safety/security processes and procedures.
- Participate in monthly Board meetings to report on any security issues/incidents.

#### **Education & Experience**

- Minimum of 5 years' experience in law enforcement or military, having retired or separated in good standing
- Bachelor degree, preferred

#### **Physical Requirements:**

- Must be able to lift up to 25 pounds if necessary.
- Must be able to traverse school grounds and facilities and lead students to safety in the event of an emergency.
- During an emergency, the ability to work in a fast paced and stressful environment while maintaining the ability to articulate and communicate in an effective manner.
- Have the visual acuity necessary to observe and comprehend student movement.

#### **A Condition of Employment:**

- Must be available to work evenings and weekends when necessary
- Applicant must pass a pre-employment criminal background check with finger printing
- Valid Maryland driver's license.

**Interested job applicants should submit a copy of their resume and a completed job application, located on the SCA website, to [hr@seasidechristian.org](mailto:hr@seasidechristian.org)**

# **Seaside Christian Academy**

## **(Addendum 1)**

### **Mission**

Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.

### **Vision**

At Seaside we:

- Can help parents in the training of children, but cannot replace them.
- Partner with parents who are actively involved in the life of the school and their children.
- Use a curriculum and create an environment which will help students to become more Godly as they seek to increase in knowledge, understanding, and wisdom.
- Respect all students as part of God's creation, regardless of race, gender, or ethnic origin.
- Use the Bible as our primary source for all courses, policies, and procedures.
- Strive to be Godly role models.
- Set high standards for academics, behavior, and spiritual growth, and provide the necessary support to reach those standards.

### **Seaside Christian Academy Statement of Faith**

We Believe:

1. In One God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son and Holy Spirit.
2. God has authored, preserved, and protected the Bible, as His Word and our authority in all that we do.
3. That God created us in His image and has given us the responsibility over creation for His glory.
4. In the unique deity of the Lord Jesus Christ, who became human as the virgin-born Son of the living God.
5. That the Lord Jesus Christ died to pay for our sins and give to those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore and guide us in our relationship with God.
7. In the resurrection of our Lord Jesus from the dead and the promise of His return.
8. In the bodily resurrection and eternal reward of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of ALL believers in our Lord Jesus Christ.
10. That marriage is one man and one woman as ordained by God.

I fully support the SCA Mission, Vision and Statement of Faith as written without verbal or mental reservations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_