

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** Security Team Coordinator  
**Office:** Safety and Security, Pudong campus  
**SCALE:** PRC Support Staff Salary Scale  
**CONTRACT DAYS:** Full Year Contract

### POSITION SUMMARY:

Act as a liaison between the school and its contracted security company, including advising the Operational Risk Manager on any suggested changes to security procedures or deployment, coordinating the deployment of security personnel to support special events or security situation etc. The Security Team Coordinator acts as a representative for Operational Risk Manager when needed.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Head of Campus-PD/Operational Risk Manager

### QUALIFICATIONS & EXPERIENCE:

- A bachelor's degree (or equivalent) in the field of security management or law enforcement.
- 1-3 years of experience in the field of security management, law enforcement or related field
- Prefer experience in a school environment or similar setting
- Demonstrated high proficiency in written and oral communication in both English and Chinese
- Knowledge of applicable local and national regulations
- Knowledge of security and emergency preparedness protocols advantageous and emergency management
- Ability to conduct trainings (e.g., First Aid, Emergency Fire Drill, Child Safety)
- Proficiency in MS office software
- Data-Driven Decision-Making: Utilize data and analysis to inform decisions and identify areas for improvement
- Team Leadership: Experience in recruiting, mentoring, and leading collaborative teams to achieve goals and foster a safe and supportive work environment
- Communication and Collaboration: Exceptional communication skills to work effectively with various stakeholders, including school leadership, Faculty and staff, parents, and students fostering a culture of transparency and collaboration
- Demonstrated a high level of interpersonal skills and intercultural competency

### PERFORMANCE RESPONSIBILITIES:

- Monitor security systems and guards' team, including but not limited to access control, lost & found, CCTV, and alarms, and respond to any identified issues or alarms.
- Maintain security daily records, prepare statistics, and regularly share findings and identified actions with team and supervisors.

- Assist in regular safety and security self-inspections and 3rd party audits to identify potential hazards and follow up action plans.
- Submit recommendations for safety and security improvements and additions including emergency preparedness, accident prevention, general safety, and risk management.
- Ensures compliance with local government safety laws, regulations, codes and rules.
- Liaise with the police, fire service department and other contractors providing safety and security related services for scheduled inspections.
- Be the primary contact for the PSB, Fire service department and all contractors providing safety and security-related services as needed.
- Be the focal point of the campus emergency phone calls and other security requests including after hours.
- Facilitate necessary repair requests discovered during security team patrols.
- Establish and train security personnel around appropriate post duties and protocols
- Manage the facilities physical and electronic key inventory and corresponding access rights
- Field all email directed to the security team of the PuDong campus and relay those requests to the security team.
- Keep a schedule for all approved visitors to each campus.
- Manage and maintain the facial recognition system, updating all photos and data.
- Manage school door access system, activate/deactivate school ID card under supervision.
- Answer phone calls from the numerous areas of the school that require the attention of the security team.
- Process and translate security related documents and respond to requests as needed.
- Assist with incident investigations.
- Risk Management: Identify and assess safety risks and implement strategies to mitigate them effectively, safeguarding the school community.
- Collaboration: Collaborate with school leadership to provide security guidance and support strategic initiatives, helping to achieve the school's mission.
- Collaborate with divisions and function offices to assist in delivering security training programs to staff.
- Policy and Practice Implementation: Collaborate with the Operational Risk Manager and the Head of Campus to ensure consistent and transparent implementation of policies and practices.
- Emergency Preparedness: collaborate with the Risk Assessment Manager to ensure contingency plans are in place for emergencies and unexpected challenges.
- Strategic Initiatives: Undertake other strategic duties and initiatives as assigned by the Risk Assessment Manager to contribute to the overall success and vision of the school
- Other duties as assigned by supervisor

#### **SAS BELIEVES:**

- That each employee makes a significant contribution to our success.
- Those contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

#### **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.