



**The School of Los Angeles  
Director of Facilities & Campus Safety  
2023-2024 School Year**

**Who we are:**

Founded in 2012, the School of Los Angeles is an independent, college-preparatory day school serving grades six through twelve. Forty percent of our students' tuition expense is made possible through donor-funded scholarships. This is a nearly unparalleled commitment in the L.A. independent school landscape, which allows SLA to recruit and enroll an uncommonly diverse student body that reflects the vibrant character of our city—bright, dedicated students from all walks of life. Our model is founded upon the belief that the best educational tool for any young person is the collaboration and camaraderie of peers from different backgrounds—peers who have stories and perspectives to share, the stuff of life that simply cannot be gleaned from a textbook. For further information about the school, please visit [es-la.com](http://es-la.com).

**Who we're looking for:**

The Director of Facilities & Campus Safety assumes the responsibilities and duties to provide the management and direction necessary in the areas of building and custodial maintenance and planning, security, plant operations, landscaping, and event support to maintain the school's buildings, facilities, and grounds. Duties will include directing facilities functions, implementing policies and safety procedures, engaging with vendors and contractors, minimizing hazards, preparing facilities budgets and monitoring expenditures, designing and planning work spaces, coordinating remodeling, forecasting space needs, ensuring compliance with zoning regulations, and negotiating agreements.

**Direct Reports:**

- Maintenance, Security Guard, Janitorial

**Operational Responsibilities:**

- Oversee facilities and building management
- Manage faculty and student storage
- Oversee the opening/closing and security of buildings
- Provide and maintain a safe, clean, and healthy environment for students and staff
- Plan, manage, and direct all phases of the facilities operations and implementation of all facilities-related projects
- Coordinate repairs with outside vendors (ISC fire safety, HVAC, Cistern, lighting, keys, elevator, cameras, etc.)
- Help to coordinate safe spaces and procedures for lunch and other community gatherings
- Work with COVID Team to coordinate a safe return to school after each School break
- Help to manage ongoing smaller capital improvement projects

- Controlled access and security systems
- Improve on-campus spaces for athletics
- Outfit science labs
- Negotiate and maintain janitorial contracts
- Manage rental spaces
- Secure and manage rented parking spaces for all faculty and staff
- Help to coordinate facility rentals for some events
- Coordinate facilities needs for school events (attend all events), and respond timely and appropriately to needs
- Coordinate repairs with outside vendors
- Coordinate and facilitate maintenance of school vehicles
- Other duties as assigned

### **Health, Safety, and Security Duties:**

- Hire and supervise Security Guard
- Help coordinate and organize staff for student pickup and drop off
- Maintain building inspections and permitting
  - Fire, building occupancy, kitchen, elevator, etc.
- Coordinate locks and key needs and maintain a record of the distribution of keys and key cards
- Update campus safety plan on an ongoing basis
- Plan and manage safety and fire drills
- Work with Security consultants
- Schedule CPR and other safety training
- Act as point person for immediate security concerns
- Maintain relationships with local police and fire departments
- Monitor all facility work to ensure compliance with CalOSHA standards, buildings, and fire codes, maintain IIPP and Health and Safety Standards
- Other duties as assigned

### **Management Duties:**

- Oversee and support Security Guard, Janitorial, and Maintenance staff
- Review the job performance of direct reports in an ongoing way that empowers them to make good choices and maintain compliance with SLA procedures
- Interview and hire staff, as needed
- Update and maintain job descriptions for direct reports
- Document job performance of direct reports, as needed
- Communicate with compassion and authority to direct reports and supervisor
- Advocate for Facilities and Campus Safety team needs to supervisor and Administration

### **Basic Requirements:**

- Able to effectively use the School's computers, software, and systems.

- Project Management experience
- Able to perform arithmetic calculations, compute percentages, and write legibly.
- Able to respect and maintain strict confidentiality of confidential information.
- Able to sit or stand for extended periods.
- Able to effectively communicate, both orally and in writing.
- Able to establish and maintain satisfactory working relationships with other employees, students, families, guests, and others that interact with the School.
- Able to lift supplies and materials weighing up to 75 pounds
- COVID-19 vaccine and booster shot required

**Compensation and Benefits:**

- Compensation is competitive with other area independent schools.
- Full medical, dental, and vision benefits, plus 401(k) with employer match Lunch is freshly prepared and shared family-style by faculty and students each day.
- Beyond competitive pay and benefits, staff enjoys working in a student-centered, collaborative, and joyful learning community.
- Anticipated base compensation is \$80,000-\$100,000 depending on experience

**To Apply:**

Please send a resume and brief cover letter with the subject line “Director of Facilities & Campus Safety” to [hiring@school.la](mailto: hiring@school.la)

This is a full-time, exempt position. Diverse and traditionally underrepresented candidates are encouraged to apply.

*SLA is an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate on the basis of race, color, national or ethnic origin, pregnancy, age, marital status, military or veteran status, medical condition, sexual orientation, gender identity, or other characteristics protected by state or federal law.*