



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title: Leave Coverage Security Staff
Department: Building & Grounds
FLSA Status: Non Exempt
Reports to: Director of Security & Safety
Date Prepared: Feb 2026

Position Summary

Leave Coverage Security Staff ensure the safety and security of NEIA's students, staff, visitors, and property. NEIA Security Staff report to and work under the general supervision of the Director of Security & Safety with the mission to provide a safe and secure environment for learning, working, living, and socializing. Responsibilities include patrolling the school campus, monitoring surveillance cameras, responding to safety and security threats, and establishing a security presence. Leave Coverage Security Staff help to audit NEIA's security and safety procedures, including the emergency and crisis management response plan and make recommendations as needed. NEIA Security Staff establish a good rapport with the NEIA community and have excellent integrity, work ethic, and demonstrate good moral character, acting as a positive role-model to students.

NEIA is looking for a Leave Coverage Security Staff to cover a leave of absence (February - April 2026). This position is full time and due to its temporary nature it is not eligible for benefits. The pay range for this position is \$22 to \$24 per hour. The schedule for this position is Mondays, Wednesdays, Thursdays, and Fridays 3 PM - 11 PM and Sundays 12 PM - 8PM. Individuals must be available to work evenings, weekends, and holidays as required.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Patrols campus and provides safety, protection, and general supervision of maintaining order within the NEIA grounds and buildings, including but not limited to dormitories or parking areas during assigned shifts.
- Monitors NEIA's surveillance system for suspicious activity. Responds to and investigates any questionable or suspicious activity, unknown persons, vehicles and happenings as necessary.
- Conducts inspections of parking areas, walkways, pathways, steps and campus entryways reporting upon the need for road treatment, snow removal, lighting concerns, vehicle security, safety and general observations related to the overall conditions and safety of these areas.
- Enforces NEIA's policies and procedures regarding conduct, safety, and security.

- Prevents unauthorized visitors from entering the school buildings and/or loitering on school grounds.
- Monitors parking lots and reports any parking and/or traffic violations, disabled or unsecured motor vehicles, unauthorized vehicles, vehicles failing to follow NEIA policies or are not properly identified or are unknown.
- Reports accidents/violations immediately to the NEIA Director of Security and Safety.
- Conducts regular and periodic shift inspections ensuring that all doors, windows, entryways and unauthorized campus areas are secure.
- Monitor student morning drop-off and afternoon pick-up.
- Responds to complaints of loss of personal and school property; assists in any required investigations as needed.
- Reports and safely attempts to diffuse any disturbances anywhere on the NEIA campus while immediately contacting and involving proper NEIA personnel and/or emergency personnel for aid and assistance.
- Provides direction and guidance regarding NEIA visitation policies and protocols to campus visitors/guests, authorized vendors and external contractors.
- Issues guest passes to all campus guests, visitors, contractors and those alike; following established NEIA policies and procedures.
- Directs and/or escorts visitors to their destination.
- Provides a physical security presence at any athletic, social, educational or other NEIA sponsored gathering event as required.
- Supervises, aids and assists in fire, security and emergency drills.
- Answers school phones, takes messages and provides administrative duties as required.
- Write and submit incident reports in a timely manner.
- Assists responding rescue, medical, police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety in a timely manner.
- Responds, assists and aids NEIA staff as requested and in cases of health or injury emergencies, unknown security situations, security breaches, campus risk assessments or other unidentified safety concerns or unknown security issues as directed.
- Serves on the NEIA committees and response teams as requested.
- Assists with safety and security training for NEIA-based personnel.
- Serves as liaison between law enforcement, fire safety officials, first responders and NEIA administrators.
- Takes an active role in the development of NEIA safety and security procedural audits and the updating of the NEIA emergency and crisis response plan.
- Performs other duties and responsibilities as assigned and required by the position and the school.

Qualifications

- Passionate about working in an organization that values and promotes diversity, equality, inclusion, and belonging.

- Experience working with diverse backgrounds and demonstrates an understanding of cultural differences.
- Ability to create a welcoming and supportive community for a diverse study/staff body.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Ability to relate to, communicate with, mentor, and supervise students.
- Ability to understand and carry out written and oral instructions, and to prepare clear and comprehensive oral and written reports.
- Ability to monitor student behavior and deter inappropriate behavior anywhere on NEIA grounds.
- Strong interpersonal skills.
- Ability to exercise sound judgment.
- Excellent integrity, work ethic, and demonstrates good moral character and initiative.
- Strong problem-solving, and collaboration skills.
- Understanding of and adherence to applicable laws, codes, policies, regulations, and safety practices and procedures.
- Ability to work days, evenings, and/or weekends on a rotating shift basis as required.

Education and/or Experience

- High School Diploma or equivalent required.
- Previous experience working in a safety/security role preferred.
- Any equivalent combination of education, experience, and/or training to demonstrate the standards, concepts and guidelines to perform the responsibilities of the position.
- Experience supervising school-age children or young adults in any of the following or similar areas: law enforcement, security, juvenile justice system, teaching, teacher's assistant, coaching, counseling, tutoring preferred.
- CPR Certified is required.
- Valid Driver's License.

Supervisory Responsibilities

- Security Staff do not supervise any employees at NEIA.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand/sit for long periods of time.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around and adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the

telephone.

- Speak clearly so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, and performance of first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

The employee occasionally may be required to lift up to approximately 50 pounds.

An employee in this position will require the ability to be mobile around school hallways and grounds on a daily basis. Sufficient vision is needed to be able to observe students and trespassers up to 100 yards away.

* * *

Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Part-Time Security Staff

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>