



## Programs of the Western Pennsylvania School for the Deaf

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**POSITION TITLE:**

Athletic Director

**REPORTS TO:**

Director of Student Life

**LOCATION:**

Western Pennsylvania School for the Deaf  
300 E Swissvale Ave, Pittsburgh, PA 15218

**STARTING DATE:**

ASAP

**JOB  
DESCRIPTION:**

This is a part-time, non-professional position. Responsibilities include:

- Arranges the scheduling of all sports events
- Arranges for tournaments with other deaf schools in as many sports as possible
- Arranges for our own invitational tournaments for soccer, basketball, volleyball, track and field, cheerleading
- Communicates with all coaches to discuss particulars of all schedules
- Coordinates all transportation plans for away games
- Arranges for all the officials for the athletic events and arranges payments
- Attends two regional officials meeting per year to keep abreast of rule changes
- Confirms teams and officials for all games either by phone or in writing
- Serves as school's Athletic Committee and has an integral part in the decision making process concerning sports schedules
- Encourages and arranges for publicity via newspaper articles or other means on WPSD teams and athletics.
- Schedules and conducts pre-tournament coaches meeting for individual tournaments
- Serves as Chair of all awards
- Purchases awards for all tournaments and awards for athletic banquet
- Arranges the Athletic Banquet with the DSA
- Distributes forms to coaches and arranges to send in information to both national deaf publications
- Work with the Health Center in making sure all required physicals and medical consents are current for allowing participation
- Obtain appropriate medications, AED, and Oxygen tanks including medical clearance forms are carried to each away games
- Keeps inventory of all athletic equipment and uniforms

**MINIMUM  
QUALIFICATIONS:**

The Athletic Director should have broad knowledge in student athletics, scheduling and transportation.

**SIGNING REQUIREMENTS:**

This position will be rated using Sign Language Proficiency Interview (SLPI). The Proficiency Level for the position is "Advanced." The minimum level accepted at hire is "Intermediate."

**CLEARANCES REQUIRED:**

PA Criminal Background, PA Child Abuse, Certification of PA Mandated Reporting Training, and FBI Clearances required.

**APPLICATION  
PROCEDURE:**

Send letter of application and resume via email or by fax to:

Lauren Hayes  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
[lhayes@wpsd.org](mailto:lhayes@wpsd.org)  
Fax: (412) 244-4210

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