



## Programs of the Western Pennsylvania School for the Deaf

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**POSITION TITLE:**

Security Officer (2:00 PM – 10:00 PM M, T, F; 6:00 AM – 2:00 PM Saturday and Sunday)

**REPORTS TO:**

Director of Campus Safety and Security

**LOCATION:**

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

**POSITION OPENING:**

ASAP

**JOB**

**DESCRIPTION:**

This is a full time and non-exempt position. Responsibilities include securing the buildings and grounds for safety and protection of students, staff and visitors, patrols a 17-acre campus with 17 buildings by walking or walking rounds, reports on gauges and temperatures to ensure regular check-up on boiler and refrigerator equipment, responds to alarms and assists in transporting to and from Health Center, warns off trespassers, monitors police activity scanner, daily reports on lights out and other maintenance requests, supervises parking, assists students, staff and visitors as appropriate, provides security at special events.

**MINIMUM**

**QUALIFICATIONS:**

High school/GED with Security experience. A valid PA Driver's License required.

**SIGNING REQUIREMENTS:**

The Sign Language Proficiency Interview for the position is "Survival." The minimum level accepted at hire is "No Functional Skills."

**CLEARANCES REQUIRED:**

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

**APPLICATION**

**PROCEDURE:**

Send letter of application and resume to:

Lauren Hayes  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
lhayes@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

