



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Work Training Coordinator Teacher (7:50 AM – 3:10 PM M-TH, 7:50 AM – 2:00 PM F)

REPORTS TO:

Principal

LOCATION:

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

POSITION START:

August 2026

JOB DESCRIPTION:

This is a full-time, exempt, 199 day position. Responsibilities include:

- Liaise with potential employers, Work Force Investment Board, CareerLink, local Transition Coordinating Council (Allegheny County/City of Pittsburgh), and OVR
- Network with appropriate community agencies and organizations (potential Community Based Assessments, etc.)
- Establishes employment and/or internship sites in the community and collaboration with Guidance Counselor.
- Assists students in the job application process by completing the application, securing the appropriate documentation and practicing interviewing skills
- Arranges transportation to job sites
- Provides "push-in" transition classes for freshman and sophomores
- Coordinates and proctors students enrolled in the AIU apprenticeship program and online classes
- Coordinates on-campus job shadowing work experience for students
- Communicates with parents, students, staff, community/adult service providers about employment related issues for students 14 and older

QUALIFICATIONS:

A minimum of Bachelor's level degree in Deaf Education with certification in Deaf Education. PA Instructional I or II certification in Deaf Education required.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Advanced." The minimum level accepted at hire is "Intermediate."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required. Physical, TB and Drug Screen also required.

APPLICATION PROCEDURE:

Send letter of application and resume to:
employment@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.

