



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Administrative Assistant (40 hours)
(Contract for Hire)

REPORTS TO:

TBD

LOCATION:

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

POSITION OPENING:

ASAP

JOB

DESCRIPTION:

This position is considered to be a non-exempt, full-time, 12-month position. Responsibilities include providing administrative support to an administrator including but not limited to typing/distributing correspondence to the educational departments, administrative staff, and administrators as needed. Coordinates meetings, facilities, and/or equipment, and educational appointments as directed by the Principal. Performs administrative duties, tasks, and activities that are part of the daily operations of the school including answering calls, taking messages, managing correspondence, ordering supplies, and keeping the shared school areas organized and functional. Record keeping as needed re: student insurance, behavior reports, school pictures, student's phone numbers and addresses, etc. Compiles data from a variety of sources for the purpose of complying with financial, legal, and/or administrative requirements. Composes documents for the purpose of documenting events, providing and or/requesting information. Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance. Provides personal interpreting services as needed for the Principal including but not limited to education meetings, meetings with parents, administrators and staff, both on and off campus. The individual must be organized, confidential, attention to detail, knowledge with Excel, and calendar management.

MINIMUM

QUALIFICATIONS:

Administrative Assistant must possess skills in typing and preparing materials for distribution in-house and out of school. Ability to answer the telephone in a courteous manner is required. Use of office machines is required. Ability to use Computers and word processing programs is necessary. A high school diploma or equivalent is required at a minimum.

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.

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.



THE SCRANTON SCHOOL
for Deaf & Hard of Hearing Children

