



## Programs of the Western Pennsylvania School for the Deaf

### **POSITION TITLE:**

Administrative Assistant – Superintendent, Executive Director and Other Select Administrators

### **REPORTS TO:**

This position directly reports to the Executive Director and Superintendent and positively and proactively represents the Administrative floor.

### **LOCATION:**

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

### **JOB DESCRIPTION:**

This is a full-time, non-exempt administrative assistant position. Responsibilities include answering phone, delivering messages, typing and word processing, copying, filing, and in general maintaining an organized office; maintains various computer files and databases for the Administrative and Operations department heads; coordinates meetings both internally and externally; follows up and occasionally meets with contractors and call for repairs; coordinates and manages the regular ordering of supplies needed for the department; makes travel arrangements such as booking flights, cars, and hotel reservations; maintains confidential records and files for the Executive Director, Superintendent and other administrators as needed or requested; provides coverage for the Front Office Receptionist as needed; Administrative Retreat coordination and planning, manages and tracks Third Floor reservations; tracks and schedules SSDHHC housing/visitors on campus; orders and tracks school cell phones; tracks and schedules meeting room reservations; maintains and produces Enrollment Reports; handles mail and office supplies; sponsorship opportunities; fire drill coordination and communication; birthday cards/well-wishes/sympathies; coordinates Administrator Contributions/Collaborations (Gala Basket donations, Floor Celebrations, etc.); lunch duty; support general administrative needs of administrative floor including Overtime and Event Attendance as needed.

### **QUALIFICATIONS:**

Administrative Assistants in this school setting must possess skills in typing and preparing materials for distribution in-house and out of school. The ability to answer the telephone/videophone in a courteous manner is required. Use of machines is required. The 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 "Survival." The minimum level accepted at hire is "No Functional Skills."

### **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:  
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.

