



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Director of Campus Safety and Security

REPORTS TO:

Executive Director

LOCATION:

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

JOB

DESCRIPTION:

This is an exempt, full-time position. Responsibilities include patrolling the campus and assuring traffic, safety, and parking compliance. Communicates daily with the Security staff and appropriate Administrative personnel as to events on campus, guests staying on campus, and meeting on campus, responds to all campus lock down events, advise Administration of safety hazards/concerns (i.e., snow, ice, inclement weather, etc.), schedules and provides pertinent training opportunities to security staff for enhancement of awareness skills and knowledge of campus safety, delegate daily tasks and assignments to department (i.e., coordinate daily mail pick-up from post office, distribution of interoffice mail, assignment of guard locations, etc.), provide knowledge about law enforcement and laws to students, staff, parents and school communities to provide a positive safe school environment and a positive lawful citizen action during among students, solicit input from other security officers, staff, parents, and community members on ways to create a safer school environment.

MINIMUM QUALIFICATIONS:

The Director of Campus Safety must have 7-10+ years and/or security leadership in a school facility.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Intermediate." 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

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