



## 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 possess a Bachelor's degree preferably in Criminal Justice or Administration of Justice. The Director of Campus Safety must have 10-15 years' experience with a local or state law enforcement agency, Have experience in security procedures 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

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.

