



POSITION OPENING

8/24/2015

POSITION TITLE:

Substitute Security Guard

REPORTS TO:

Supervisor of Plant Operations

LOCATION:

Scranton School for Deaf and Hard of Hearing Children
Clarks Summit, PA

JOB

DESCRIPTION:

This position is considered to be a non-exempt, substitute basis position. Responsibilities include securing the buildings and grounds for safety and protection of students, staff and visitors; patrols the campus buildings and grounds on a regular basis; ensures visitors are on campus for a legitimate reason and notifies the Front Desk; responds to alarms (evacuation, take cover, lock down) as needed; warns off trespassers; monitors police activity scanner; daily reports on lights out and other maintenance requests; supervises parking; assists students, staff and visitors as appropriate; provides security at special events, writes a daily summary log of security related events.

**APPLICATION
PROCEDURE:**

Send letter of application and resume to:
Dori L. Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

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THE SCRANTON SCHOOL
for Deaf & Hard of Hearing Children

