



**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

