



POSITION OPENING

5/30/2017

POSITION TITLE:

Administrative Assistant to the Principal

REPORTS TO:

Principal

LOCATION:

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

JOB

DESCRIPTION:

This position is considered to be a full-time, non-exempt position. Responsibilities include coordination of IEPs for the school, scheduling with the school districts, monitoring teacher input and sending finalized copies to parents and school districts, maintains the Principal's schedule and coordinates meetings and events as directed by the Principal, scheduling of substitutes for staffing, printing and mailing report cards and progress monitoring, PowerSchool data entry in conjunction with the Assistant to the Director, scheduling of college student observers in coordination with Human Resources Department, maintains confidential records relating to personnel as directed by the Director of Human Resources or Director of SSDHHC, maintains early intervention on-site files, performs regular secretarial duties including answering phones, delivering messages, typing and word processing, copying, filing, and maintaining an organized office, maintains various computer files and database.

**MINIMUM
QUALIFICATIONS:**

PA State Police Criminal Clearance, PA Child Abuse History Clearance, FBI Clearance, Act 82.

Administrative Assistants must possess skills in typing and preparing materials for distribution in-house and out of school. Good organizational skills required. Ability to answer telephone or videophone in a courteous manner is required. Proficiency in the use of computers and word processing are required. A high school diploma or equivalent is required at a minimum. Associate's or Bachelor's degree preferred.

The Sign Language Proficiency Interview (SLPI) for this position is "Survival Plus." The minimum level accepted at hire is "No Functional Skills."

**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

The Scranton School for Deaf and Hard of Hearing Children does not discriminate in its programs of education, employment, and all other activities on the basis of race, color, national origin, ancestry, sex, age, religion, disability, or sexual preference.

