



Programs of the Western Pennsylvania School for the Deaf

Dr. Steven E. Farmer, *Chief Executive Officer*

POSITION TITLE:

Supervisor of Operations

REPORTS TO:

Chief Academic Officer and Principal of SSDHHC

LOCATION:

Scranton School for Deaf and Hard of Hearing
537 Venard Rd, Clarks Summit, PA 18411

POSITION OPENING:

April 1, 2021

JOB DESCRIPTION:

This is a full-time, exempt 12-month position. Responsibilities include supervision of maintenance, housekeeping, food services and security personnel, reviews and recommends all purchases for equipment and supplies to assure the campus is maintained in a safe and accessible manner, coordinates monthly fire drills, lockdowns, etc., with other administrators on a monthly basis, routinely inspects campus buildings and grounds for appearance, cleanliness and safety, oversees the scheduling of local transportation requests ensuring the needs of the school for transportation and trips, etc. are met, coordinates new ID badges including new employees for their individual ID badges, maintains a log of ID badges issued, maintains a relationship with local law enforcement and emergency services personnel, assures two-way radio are maintained in a functional manner, working with Food Services Manager to ensure we adhere to the National School Lunch Program policies, participates in administrative meetings on a weekly basis and statewide administrative meetings on a monthly basis, chairs the Safety Committee.

MINIMUM QUALIFICATIONS:

The Supervisor of Operations must have direct knowledge and prior experience in management. Also, the internal and external operations of educational organizations and knowledge and experience of matters related to school administration and school safety is highly preferred. For this position, previous experience in organizational operations and supervisory management is required. Bachelor's Degree is preferred. Willing to accept certification from Law Enforcement Academy or Trade School.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview (SLPI) for the position is "Survival Plus". 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:

Dori L. Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

It is the policy of the Scranton School for Deaf and Hard of Hearing Children 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.



THE SCRANTON SCHOOL
for Deaf & Hard of Hearing Children

