



## POSITION OPENING

10/1/2025

**POSITION TITLE:** Substitute Security Officer

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

**REPORTS TO:** Supervisor of Security

### **JOB**

### **DESCRIPTION:**

This position is a non-exempt, substitute basis. Responsibilities: Secures 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 as needed; warns off trespassers, monitor 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.

### **MINIMUM**

### **QUALIFICATIONS:**

High School diploma or equivalent at minimum. Security Officer must have experience in security procedures in a school facility or undergo on-the-job training at this facility. Police/military experience preferred. Lethal Weapon Training Act 235 preferred.

PA State Police Criminal Clearance; PA Child Abuse Clearance; FBI Clearance; Act 82 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  
E-mail: [lhayes@wpsd.org](mailto:lhayes@wpsd.org)

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