



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Assistant to the Principal (7:00 AM - 3:00 PM Mon. - Fri.)

REPORTS TO:

Principal

LOCATION:

The Scranton School for Deaf & Hard of Hearing Children

POSITION START:

ASAP

**JOB
DESCRIPTION:**

This is a full-time, exempt position. The Assistant to the Principal provides administrative support to ensure the efficient day-to-day operation of the school office. Responsibilities include managing the principal's calendar and daily needs, coordinating classroom coverage and substitute scheduling, and organizing all IEP meetings while maintaining the IEP system, including grades and progress monitoring. The role also assists with scheduling teacher observations, department meetings, interpreter services, and Friday in-service activities. Additional duties include managing credit card receipts, providing backup support for other office staff as needed, and assisting the principal with various operational and administrative needs.

QUALIFICATIONS:

High School Diploma required, Bachelors Degree preferred.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Intermediate." The minimum level accepted at hire is "Survival."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required. Physical, TB and Drug Screen also required.

**APPLICATION
PROCEDURE:**

Send letter of application and resume to:

Western Pennsylvania School for the
Deaf 300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
employment@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf 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.

