



Programs of the Western Pennsylvania School for the Deaf

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

POSITION OPENING

July 15, 2022

POSITION TITLE:

Director of Student Affairs

REPORTS TO:

The Chief Executive Officer

LOCATION:

Western Pennsylvania School for the Deaf
300 E Swissvale Ave, Pittsburgh, PA 15218

STARTING DATE:

August 1, 2022

**JOB
DESCRIPTION:**

This is a full-time, exempt, 12-month position. Responsibilities include: coordination and oversight of residential, recreational and athletic programs, Health Center, transportation and all employees within each program, recruiting for all assigned departments, develops and monitors programs affecting the physical, social and moral welfare of all students, develops policies for residential staff, manages trainings and staff development, direct student liaison, communicates with families regarding student progress, develops emergency procedures, organizes and manages student activities, implements strategies to enhance the school experience for all students and serves as a direct resource person and mentor for all students.

**MINIMUM
QUALIFICATIONS:**

The Director of Student Affairs must possess a minimum of a Bachelor's Degree in Education, Special Education, or Deaf Education. He/She should have experience in staff supervision, must be skilled in manual communication and possess the skills to lead and motivate others and develop programs to enhance recreation and the student life experience.

SIGNING REQUIREMENTS:

This position will be rated using Sign Language Proficiency Interview (SLPI). The Proficiency Level for the position is "Advanced." The minimum level accepted at hire is "Intermediate."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, Certification of PA Mandated Reporting Training, and FBI Clearances required.

**APPLICATION
PROCEDURE:**

Send letter of application and resume via email or by fax to:

Alisa Stroud
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
astroud@wpsd.org
Fax: (412) 244-4270

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.

