



KANSAS SCHOOLS FOR THE DEAF AND THE BLIND

STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS

www.KSSDB.org

KANSAS STATE SCHOOL FOR THE DEAF
450 EAST PARK ST. · OLATHE, KS 66061-5497
PHONE: 913-210-8200 FAX: 913-791-0577

KANSAS STATE SCHOOL FOR THE BLIND
1100 STATE AVE. · KANSAS CITY, KS 66102-4411
PHONE: 913-305-3000

**** JOB OPENING ANNOUNCEMENT ****

Kansas School for the Deaf

POSITION TITLE: Senior Administrative Assistant- Outreach/Related Services

SALARY: Starting pay range \$14.00-\$15.00 per hour (depending on experience) Unclassified-Hourly position; Excellent benefits

EMPLOYMENT DATE: Immediate/Open Until Filled

JOB DESCRIPTION: (Detailed Position Description provided upon request)

- Provides support for Outreach and Related Services personnel. Demonstrating a positive, friendly, and helpful demeanor when greeting/interacting with parents, LEA's, students, general public, staff, and others.
- Maintains school records and data including, but not limited to: file records maintaining confidentiality of the students; maintain Medicaid data for Greenbush and Medicaid billing.
- Attend agency, instructional, professional, and staff development meetings as required in order to enhance communication, improve skills, and coordinate programs.
- Use appropriate communications skills with students, staff, parents, and the public in order to effectively communicate with deaf, hard of hearing, and hearing individuals.

MINIMUM REQUIREMENTS: High School Diploma or GED. Knowledge of educational, social/emotional, and developmental needs of DHH students. Ability to work independently. Ability to show empathy to families and children. The ability to effectively communicate at an intermediate level in ASL will be required to learn within three years upon employment date. An evaluation will occur under the guidelines of the revised KSD Proficiency Assessment Testing. The Kansas School for the Deaf is committed to respecting and achieving communication accessibility within the School environment.

SPECIAL REQUIREMENTS: Upon offer of employment a background check will be conducted via the Kansas Department of Children and Family Services (DCF), Kansas Bureau of Investigations, Dru Sjodin National Sexual Offender Registry and Backgrounds Plus. Also, a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee) within 30 days of employment.

APPLICATION DEADLINE: Open Until Filled. For consideration request an official KSD application or go to our website and submit application for review.

CONTACT: Tom Burdolski, Human Resource Professional: 913/305-3004; tburdolski@kssdb.org
or Teresa Chandler, HR Director: 913/210-8114; tchandler@kssdb.org

**TOBACCO FREE CAMPUS
KSD AND KSSB EMBRACE DIVERSITY
Posted: 07-26-2022**



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