



**KANSAS SCHOOLS FOR THE DEAF AND THE BLIND**  
STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS  
[www.KSSDB.org](http://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 \*\*\*\***  
**KSD AND KSSB CAMPUS'S**

**POSITION TITLE: HUMAN RESOURCES DIRECTOR**

**SALARY:** Salary range between \$85,000.00 - \$95,000.00 per year depending on experience and education.

**SCHEDULE:** Monday thru Friday (7:30am to 4:30pm)

**EMPLOYMENT DATE:** **Anticipated start date Mid October 2022** (Open until Filled)

**JOB DESCRIPTION:** (Detailed Position Description provided upon request)

This position assists in the direction of the Policy, Staff, and Personnel Operations program of the school. This position provides support to customer focused programs by projecting workforce needs and ensuring adequate personnel management.

This position manages and directs the Human Resource Management Program for the Kansas School for the Deaf and the Kansas School for the Blind in developing unified policies, procedures and personnel systems and related functions. This encompasses all major Human Resource functions and activities, such as compensation, payroll, classification, recruitment/orientation/exit interviews, employee relations, benefits, compliance with FLSA, ADA, FMLA, affirmative action/equal employment opportunity, employment, training and supervising staff responsible for some of these functions.

Manages and administers the Human Resource Management Program to promote efficiency and continuity, coordinates the mission and operations of the program, ensures that all personnel policies and procedures comply with the established statutes, regulations and policies set by the State of Kansas and the Board of Education. Interprets statutes, regulations and policies relating to Human Resource Management and provides guidance to administration, employees and the public on Human Resources Management practices. Serves as spokesperson, advisor and consultant for the program areas; coordinates the work of staff, establishes priorities and guidelines and manages projects.

Employee Relations: Directs a comprehensive employee relations program for agency managers, supervisors and employees by providing counseling, training and consultative services concerning the terms and conditions of employment, civil service rights and actions, compensations, classification, labor relations, benefits and benefits promotions, recruitment and selection, safety/health, and EEO/AA. Takes a leadership role in training and working with program managers and supervisors to provide guidance in helping them to adopt practices that enhance their individual management roles and objectives, while maintaining compliance with the agency mission, goals and objectives.

Functions as the agency resource on disciplinary actions and performance issues. Provides consistency and ensures compliance with state and agency regulations. Meets with managers, supervisors and employees to discuss, identify and resolve problems. Confers with administration and legal counsel and implements disciplinary actions with knowledge and preparation necessary for successful legal challenges at the Civil Service Board (classified services), Board of Education (licensed unclassified service) and/or federal and state court. Establishes, implements and monitors process for appeal procedures of performance evaluations grievance procedures, EEO/sexual harassment complaints, etc.

Lead role for the Kansas School for the Deaf in labor relations matters with respect to employee labor organizations (KNEA) and ensures compliance with codified labor agreements.

Lead role in developing a Diversity program at both schools.

**MINIMUM REQUIREMENTS:** Bachelor's degree; graduation from accredited-4 yr. college or university. Degree with major in Business Administration, Human Resources, Human Relations or related field. Five-year experience as an HR Director or related field (Preferred).

**SPECIAL REQUIREMENTS:** 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. Knowledge of American Sign Language preferred. Must be willing to learn ASL at a Conversational level within two years of employment.

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. Send resume and copies of all college transcripts. For consideration request an official KSSB application or go to our website and submit application for review.

**CONTACT:**

Wendy Fritz, Kansas State Department of Education (785) 296-5363; Email: [wfritz@ksde.org](mailto:wfritz@ksde.org)  
or

Tom Burdolski, Human Resources Office: Phone: 913/305-3004 Email: [tburdolski@kssdb.org](mailto:tburdolski@kssdb.org);  
Fax # 913/621-2310.

**TOBACCO FREE CAMPUS**  
**KSD AND KSSB EMBRACE DIVERSITY**  
**Posted: 08-03-2022**



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