



Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015
www.kssb.net

KANSAS STATE SCHOOL FOR THE BLIND

**** JOB OPENING ANNOUNCEMENT ****

POSITION TITLE: INSTRUCTIONAL ASSISTANT

SALARY: Starting at \$15 and up. Hourly rate of pay dependent on Qualifications, Certifications and Experience. Excellent Benefits. Hours/days may vary depending on school sponsored events etc.

SCHEDULE: Monday thru Thursday (7:00 AM to 3:30PM) ; Friday (7:00AM to 12:45pm)

EMPLOYMENT DATE: Open Until Filled

JOB DESCRIPTION: (Brief Synopsis-full description upon request) Work Schedule follows School Calendar Year. This Position performs any combination of instructional and vocational tasks to work with students in small groups to promote the acquisition of Expanded Core Curriculum skills established by the State of Kansas, the Kansas State School for the Blind, and directives of lead supervisor and/or manager. Perform other duties as assigned.

MINIMUM REQUIREMENTS: High School Diploma or G.E.D is Required. Ability to complete Orientation and Training Sessions addressing confidentiality, the services provided, and the policies and procedures of the agency and special education. Complete 10-20 hours of inservice, depending on length of service. (May be replace by relevant licensure.) Successfully complete Blindness Basics on-line course (FREE).

Two years' experience in a school setting is PREFERRED but not required. Ability to communicate effectively and work cooperatively in a school environment.

SPECIAL REQUIREMENTS: Upon offer of employment background checks will be conducted via the KS Bureau of Investigation, KS Dept. of Children and Family Services, Backgrounds Plus and the Dru Sjodin National Sexual Offender Registry. Also, a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).

CONTACT: Tom Burdolski, Human Resources Office; Kansas State School for the Blind;
Phone: 913/305-3004 , E-mail: tburdolski@kssdb.org

**An Equal Employment/Educational Opportunities Agency
Veterans Preference Eligible**

"KSSDB Embraces Diversity"

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