



Kansas State School for the Blind

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

**** JOB OPENING ANNOUNCEMENT ****

POSITION TITLE: Instructional Assistant

SALARY: \$21.00 per hour. Excellent benefits.

LOCATION: Kansas State School for the Blind

SCHEDULE: Monday thru Thursday (7:00 AM to 3:30PM) ; Friday (7:00AM to 12:45pm);
Follows the Kansas State School for the Blind school calendar.

EMPLOYMENT DATE: Immediate; Open until Filled

JOB DESCRIPTION: (Detailed Position Description provided upon request)

The Instructional Assistant performs any combination of instructional, vocational, and hygiene-related tasks to work with students individually or 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.

Instructional Assistance:

- Assists student(s) individually or in small groups as directed by the teacher, which may include, but is not limited to:
 - Giving instruction to students clearly and understandably
 - Providing student(s) with appropriate feedback and reinforcement
 - Storytelling
 - Locating appropriate materials for use by the student
 - Implementing lessons prepared by a teacher

Administrative Duties/Preparation of Materials:

- Assists teacher with preparation of instructional materials and with recordkeeping, which may include, but is not limited to:
 - Preparing special materials as directed by the teacher
 - Checking and scoring student work
 - Operating classroom equipment
 - Making copies

Communication:

- Maintains effective and professional communication with students, teacher(s), parent(s)/legal guardian(s), and other staff members, which may include, but is not limited to:
 - Providing instruction and assistance to students in a manner clearly understood by the student
 - Communicating student progress and special circumstances or situations with the teacher in a timely manner

- Using appropriate, professional terms when discussing students, their strengths and areas of concern or opportunities for growth
- Maintaining confidentiality per the employee handbook and all applicable local, state, and federal laws

Supervision and Student Management:

- Assists teacher/students in adherence to established behavioral guidelines, which may include, but is not limited to:
 - Supporting the classroom behavioral management program in an acceptable manner
 - Supervising an individual student and/or groups of students
 - Providing students with positive reinforcement
 - Notifying and supporting the teacher regarding student disciplinary action

MINIMUM REQUIREMENTS:

- **High School diploma or General Educational Development (G.E.D.).**
- Knowledge of basic human physiological needs; ability to apply principles of learning theories and child development; ability to make proper responses to safety/health concerns; ability to use behavior management techniques; ability to listen to and be empathetic to children and youth; ability to be a positive role model.
- 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 replaced by relevant licensure.)
- Successfully complete Blindness Basics on-line course (FREE).
- **Preferred: Two years' experience working in a school setting.**

SPECIAL REQUIREMENTS:

All offers of employment from Kansas State School for the Blind (KSSB) are contingent upon background check results and any applicable workplace references. Background checks are completed via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, and Dru Sjodin National Sexual Offender Registry. KSSB may contact previous employers for workplace references. Within 30 days of employment, a tuberculosis test (and any applicable treatment), as well as health certificate must be completed by a medical provider at the cost of the employee.

APPLICATION: Open Until Filled. For consideration, request an official KSSB application or go to our website at <https://kssb.net/employment/> and apply for KSSB's review; copies of all college transcripts and licenses will be required.

CONTACT: **Human Resource Office**
Voice: 913-305-3004
Fax: 913-621-2310
E-Mail: hr@kssdb.org

TOBACCO FREE CAMPUS
KSD AND KSSB EMBRACE DIVERSITY
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