



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: Early Childhood Instructional Assistant in our preschool program

SALARY: Hourly rate: Starting at \$20.00 per hour, depending on Qualifications, Certifications And Experience. Excellent Benefits.

SCHEDULE: Monday thru Thursday (7:15 AM to 3:45 PM) Friday 7:15 AM to 1:15pm

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 Pre Kindergarten students in small groups to promote the acquisition of daily living, transition, and 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.

Duties may include: Monitor the students' whereabouts, know where assigned students are at all times, and check on them regularly; follow discipline procedures in a positive manner consistent with school and dorm policy; communicate in an effective and appropriate manner as often as necessary with students, parents, KSD staff, and supervisors; supervise students to provide for their safety, health, and well-being; teach students daily living skills and motivate students to achieve the highest possible level of independence.

Perform other duties as assigned

MINIMUM REQUIREMENTS: High School Diploma or G.E.D is Required. (An additional 48 hours of college credit or Associates degree is preferred.) The ability to communicate effectively and work cooperatively in a school environment. Candidates must be dependable and flexible for varied work environment and schedules.

SPECIAL REQUIREMENTS: Upon offer of employment background checks will be conducted via the KS Bureau of Investigation, KS Dept. of SRS/Children and Family Services and Backgrounds Plus and the Dru Sjodin Sex Offender Registry. Also, a Tuberculosis test & Physical 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: hr@kssdb.org

**An Equal Employment/Educational Opportunities Agency
Veterans Preference Eligible
"KSSDB Embraces Diversity"**

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