

# Kansas School for the Deaf

TO ENSURE THAT ALL STUDENTS WE SERVE ACHIEVE THEIR FULL  
POTENTIAL IN A LANGUAGE-RICH ENVIRONMENT



## \*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\*

**POSITION TITLE:** Substitute - One on One Paraprofessional

**SALARY:** Placement made within agency guidelines on salary schedule depending upon professional background and experience.

**SCHEDULE:** Elementary/Middle/High School area on call basis only

**EMPLOMENT DATE:** Open until filled

**JOB DESCRIPTION:** (Synopsis, full position description upon request) Provide Instructional assistance with a special needs student under the guidance of classroom teachers. Provide one on one instructional assistant with a special needs student in transition each classroom / activity. Prepares instructional materials, record keeping and maintaining school behavioral guideline. Knowing the whereabouts of student at all the times. Assist student with problem solving. Teaching grooming, housekeeping, and personal hygiene. Follows written work schedule, arriving and leaving on time. Maintain appropriate communication with student, teachers, parents and other professionals. Participate in activities designed to increase knowledge and improve skills related to performance of job-related responsibilities. Perform other duties as assigned.

**MINIMUM REQUIREMENTS:** High School Diploma or GED required (AA or higher degree) or training working with students preferred. Ability to communicate effectively in sign language and English with student, staff, parents. Ability to work cooperatively. Ability to correctly operate school machines, tools, and equipment. ASL and English assessments will be given at the time of interview.

**SPECIAL REQUIREMENTS:** All offers of employment from Kansas School for the Deaf (KSD) 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. KSD 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 KSD application or go to our website at [www.ksdeaf.org/Employment](http://www.ksdeaf.org/Employment) and apply for KSD's review.

**CONTACT:** Human Resource Office  
Videophone: 913-324-5850  
Voice: 913-210-8114  
E-Mail: [hr@kssdb.org](mailto:hr@kssdb.org)  
Fax: 913-791-0557

**TOBACCO FREE CAMPUS**  
**KSD AND KSSB EMBRACE DIVERSITY**  
**UPDATED: 1/24/2023**

