

Kansas School for the Deaf

TO ENSURE THAT EACH STUDENT WE SERVE REACHES THEIR FULL POTENTIAL IN AN ACCESSIBLE, LANGUAGE-RICH SETTING, EMPOWERING THEM TO ACHIEVE PERSONAL SUCCESS AND BECOME RESPONSIBLE, PRODUCTIVE CITIZENS.



**** JOB OPENING ANNOUNCEMENT ****

- POSITION TITLE:** Job Coach
- SALARY:** Placement made within agency guidelines salary schedule, depending upon qualifications and experience. Excellent benefits.
- EMPLOYMENT DATE:** Open Until Filled
- SCHEDULE:** 7:30 am - 3:30 pm; Monday - Friday; this position may require attendance at special events outside of normal working hours, including weekends

JOB DESCRIPTION: (Detailed Position Description provided upon request)

The Job Coach supports deaf and hard-of-hearing students in developing employment readiness, work habits, and independent living skills through community-based work experiences and career development programming. This role builds and maintains employer partnerships, provides on-site support and training, and monitors student progress to promote successful transition to employment and adult life.

KEY RESPONSIBILITIES:

- Coordinate community employer partnerships to provide meaningful job opportunities and on-site training for students.
- Monitor student performance at work sites; provide coaching and feedback to strengthen job skills, work habits, and professional behaviors.
- Counsel students in job search strategies and career exploration to increase awareness of employment and training opportunities.
- Develop and deliver pre-employment and employment skills lessons aligned with the selected career curriculum.
- Collaborate with teachers and staff to integrate career awareness and work readiness into student programming.
- Collect and maintain required documentation for on- and off-site participation, including parent/guardian approvals and program compliance requirements.
- Train and support participating employer partners in understanding program guidelines and student support needs.
- Collaborate with the Transition Coordinator and Independent Living Supervisor to support student growth in self-determination, work experience, employment skills, and independent living.
- Attend required meetings and follow school procedures.
- Perform all other duties as assigned.



COMMUNICATION & COLLABORATION:

- Use appropriate ASL and English to communicate effectively and professionally with students, families, employers, staff, and community partners.
- Maintain confidentiality and professional interactions in accordance with school policy and applicable laws.
- Provide timely written and signed reports regarding student progress and work-site performance.

MINIMUM REQUIREMENTS:

- Two (2) years of related experience; Associate's degree or vocational certification preferred. Other relevant backgrounds may be considered.
- Fluency in manual communication, with the ability to understand and use ASL and English in appropriate modes (ASL and English skills will be assessed).
- Ability to prepare verbal and written reports and use observation and behavior management techniques.
- Strong organizational, time management, and multitasking skills.
- Commitment to ongoing professional development to remain current in the field.

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, Dru Sjodin National Sexual Offender Registry, and the KDHE CCL Background Check. KSD may contact previous employers for workplace references. The Kansas School for the Deaf does not provide visa sponsorship or participate in exchange programs (including J-1). Applicants must be legally authorized to work in the United States without employer assistance, now or in the future. **Successful candidates must complete a tuberculosis (TB) test (and any required follow-up treatment) and provide a physician's statement prior to the start date. These requirements must be completed by a licensed medical provider, and any associated costs are the employee's responsibility.**

APPLICATION: Open Until Filled. For consideration, please email Human Resources to request an application. Copies of all applicable licenses, certifications, and transcripts will be required.

CONTACT: Human Resource Office
Voice: 913-210-8114
Videophone: 913-324-5850
E-Mail: hr@kansasdeaf.gov

**TOBACCO-FREE CAMPUS
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