

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: Secondary One-on-One Paraprofessional

SALARY: Pay begins at \$15.03 an hour, dependent on experience. Excellent benefits.

EMPLOYMENT DATE: Open Until Filled

SCHEDULE: 7:30 am - 3:30 pm; Monday - Friday

JOB DESCRIPTION: (Detailed Position Description provided upon request)

The role of the full-time Secondary Paraprofessional is to provide instructional support to a dual placement secondary student, outlined by the student's Individualized Education Plan (IEP). This role works closely with the student's classroom teachers within two settings (3 days at KSD and 2 days at student's assigned school district)

Instructional Assistance:

- Assist student on an individual to small group basis as directed by the teacher, which may include, but is not limited to:
 - Giving instruction to student clearly and understandably
 - Providing student with appropriate feedback and reinforcement
 - Storytelling
 - Locating appropriate materials for use by the student
 - Implementing lessons prepared by a teacher
 - Modifying lessons or assignments to fit student needs
 - Follows all state, school, and department policies and procedures
 - Participating in activities designed to increase knowledge and improve skills
 - All other duties as assigned

Administrative Duties/Preparation of Materials:

- May assist teachers with preparation of instructional materials and with recordkeeping.

Communication is key to the position. The employee is to maintain effective and professional communication with students, teacher(s), parent(s)/legal guardian(s), and other staff members, including but not limited to Providing instruction and assistance to student in



a manner clearly understood by the student, including the use of use appropriate ASL/English communication skills.

Supervision and Student Management:

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

Attend all required meetings; use appropriate communication skills.

MINIMUM REQUIREMENTS: High school diploma or G.E.D.

Fluency in manual communication; ability to understand and use ASL and English in appropriate modes (ASL and English skills will be assessed); ability to make oral/signed and written reports; 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. Establish and maintain effective and harmonious working relationships. Represent KSD professionally and appropriately at all times.

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 a 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 and apply. Copies of all applicable licenses will be required.

CONTACT: Human Resource Office
Voice: 913-210-8114

Email: hr@kssdb.org
Videophone: 913-324-5850

TOBACCO-FREE CAMPUS
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