

# 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:** School Assessment Coordinator
- SALARY:** Placement made within agency guidelines salary schedule, depending upon qualifications and experience. Excellent benefits.
- EMPLOYMENT DATE:** June 2026; Open Until Filled.
- SCHEDULE:** 200 Duty Days; Monday - Friday, 7:45 am - 3:45 pm; this position may require attendance at special events outside regular working hours.

**JOB DESCRIPTION:** (Detailed Position Description provided upon request)

The School Assessment Coordinator plays a key role in transforming student assessment data into meaningful insights that support instructional decision-making and continuous school improvement. This position coordinates, manages, analyzes, and communicates student performance data to ensure accurate, timely, and effective use across the school. Working collaboratively with teachers, administrators, and support staff, the School Assessment Coordinator helps teams use data with purpose—strengthening instruction, monitoring progress, and supporting improved student outcomes.

**KEY RESPONSIBILITIES:**

- Coordinate all school-based assessments (local, state, and federal), including scheduling, materials, accommodations, and procedures, ensuring compliance with district, state, and federal requirements.
- Serve as the Building Test Coordinator and primary point of contact for assessment vendors and state agencies while maintaining assessment security and ethical testing practices.
- Analyze student assessment data and develop reports, summaries, and visualizations to support instructional planning, program evaluation, and school improvement initiatives.
- Support leadership teams and teachers in using data to inform instruction, differentiation, intervention planning, and accountability reporting (accreditation, grants, audits, etc.).
- Facilitate data conversations, data team meetings, and professional learning; provide training and ongoing support on assessment tools, data systems, and effective data use practices.
- Manage and maintain accurate assessment data across platforms, ensuring data integrity, accuracy, and timely reporting.
- Perform all other duties as assigned.

**COMMUNICATION & COLLABORATION:**

- Collaborate with administrators, teachers, instructional staff, and support teams to support shared assessment and school improvement goals.



- Communicate clearly and professionally with staff regarding assessment processes, timelines, and data use.
- Use appropriate American Sign Language (ASL) and English to communicate effectively with staff and students, ensuring access for Deaf and Hard of Hearing individuals.
- Maintain confidentiality and follow all school communication policies and applicable local, state, and federal laws.

**MINIMUM REQUIREMENTS:**

- Bachelor’s degree in Deaf Education, Educational Leadership, Assessment, Data Analytics, or a related field; Master’s degree preferred.
- Possess or be able to obtain a Kansas teaching license with an endorsement in Deaf/Hard of Hearing.
- Experience working with student assessment data in a K-12 educational setting.
- Strong knowledge of assessment practices, data analysis, and educational accountability systems.
- Demonstrated ability to communicate complex data in clear, accessible, and user-friendly formats.
- Fluency in American Sign Language (ASL) and written English.
- Experience supporting teachers with data-informed instructional practices, professional development, or instructional coaching preferred.
- Familiarity with student information systems, assessment platforms, and data visualization tools preferred.
- Strong analytical, organizational, and communication skills, with attention to detail and commitment to data accuracy.
- Ability to collaborate effectively and translate data into actionable instructional insights.
- Commitment to ethical use of student data and responsible data practices.

**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. **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.**

Within 3 years of employment, the employee must reach the minimum proficiency level in ASL and maintain that proficiency level throughout their employment to ensure effective and appropriate communication at the Kansas School for the Deaf.

**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

**TOBACCO-FREE CAMPUS**  
**UPDATED 02.25.2026**  
 E-Mail: [hr@kansasdeaf.gov](mailto:hr@kansasdeaf.gov)

