

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: Secondary Paraprofessional

SALARY: Placement made within agency guidelines on salary schedule depending upon qualifications and experience.

EMPLOYMENT DATE: August 2023; Open until filled

SCHEDULE: Monday – Friday, 7:30 am – 3:30 pm; this position may require attendance at meetings and/or special events outside of normal working hours

JOB DESCRIPTION: (Detailed Position Description provided upon request)

The role of the full-time Secondary Paraprofessional is to provide instructional support to Secondary students. This role works closely with the classroom teacher.

Instructional Assistance:

- Assists students on an individual and small group basis as directed by the teacher, which may include, but is not limited to:
 - Giving instruction to students clearly and understandably
 - Providing student(s) with appropriate feedback and reinforcement
 - Storytelling
 - Locating appropriate materials for use by the student
 - Implementing lessons prepared by a teacher

Administrative Duties/Preparation of Materials:

- Assists teacher with preparation of instructional materials and with recordkeeping, which may include, but is not limited to:
 - Preparing special materials as directed by the teacher
 - Checking and scoring student work
 - Operating audio-visual equipment
 - Making copies

Communication:

- Maintains effective and professional communication with students, teacher(s), parent(s)/legal guardian(s), and other staff members, which may include, but is not limited to:
 - Providing instruction and assistance to students in a manner clearly understood by the student, including the use of appropriate ASL/English communication skills
 - Communicating student progress and special circumstances or situations with the teacher in a timely manner



- Using appropriate, professional terms when discussing students, their strengths and areas of concern or opportunities for growth
- Maintaining confidentiality per the employee handbook and all applicable local, state, and federal laws

Supervision and Student Management:

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

MINIMUM REQUIREMENTS: High School diploma or General Educational Development (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.

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 and apply for KSD's review; copies of all college transcripts and licenses will be required.

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

TOBACCO FREE CAMPUS
KSD AND KSSB EMBRACE DIVERSITY
UPDATED 06/30/2023

