

# 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.



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

- POSITION TITLE:** Elementary Paraprofessional
- SALARY:** Starts at \$15.03 an hour, dependent on experience. Excellent benefits.
- EMPLOYMENT DATE:** August 2026
- SCHEDULE:** 7:30 am - 3:45 pm; Monday-Friday when school is in session; this position may require attendance at special events outside of regular working hours, including weekends

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

The role of the full-time Elementary Paraprofessional is to provide instructional support to elementary students. This role works closely with the classroom teachers and others in leadership, as applicable.

**Instructional Assistance:**

- Assisting students on an individual and small group basis as directed by the teacher, which may include, but is not limited to:
  - Repeating or demonstrating instructions given to the student to clarify, providing students with appropriate feedback and reinforcement
  - Monitoring behavior during group instruction periods and lunch periods
  - Providing continual ASL communication utilizing input and reinforcements to improve student vocabulary base
  - Following all state, school, and department policies and procedures
  - Participating in activities designed to increase knowledge and improve skills
  - Assisting teacher with preparation of instructional materials and with recordkeeping
  - All other duties as assigned

**Communication:**

- Maintaining effective and professional communication with students, teacher(s), and other professionals, 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 promptly
- 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
- Promoting a positive work environment by appropriately interacting with other staff members and students.

**Supervision and Student Management:**

- Assisting teachers and/or students 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 and/or groups of students
  - Providing students 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 conducted through the Kansas Bureau of Investigation, Backgrounds Plus, the Kansas Department of Children and Families, and the Dru Sjodin National Sexual Offender Registry. 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.**

**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](mailto:hr@kansasdeaf.gov)

**TOBACCO-FREE CAMPUS  
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