

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: Substitute - Teacher

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

SCHEDULE: Monday – Friday from 7:45am to 3:45pm on call basis only
Elementary/Middle/High School areas

EMPLOYMENT DATE: Open until filled

JOB DESCRIPTION: (Detailed Position Description provided upon request)

Instructional - Teach students at the appropriate level utilizing state and local assessments, state standard curriculum guides, and any other materials/tests deemed necessary. This agency is required by the state to educate D/HH students from ages 3 to 21. Perform work associated with student instruction; prepares lesson plans and appropriate classroom materials, direct and monitors student progress in attaining IEP goals, maintain classroom control, begin and end class in a timely manner, keep students on task, and supervise students outside of instructional time. May develop performance goals with the administrator to be completed outside the classroom and as part of the individual staff development plan. Attend bilingual education training and implement bilingual methodologies.

Communication Skills - Use appropriate communication skills with students, staff and public as determined by the ASL/English evaluation, in order to effectively communicate with all D/HH individuals. Use appropriate professional terms when discussing students, their strengths and areas of concern. Maintaining confidentiality as mandated in employee handbook. Promote a positive work environment via appropriate interactions with students, staff, and public both on-and off-campus interactions. The employee will take the initiative to work with the bilingual specialist to improve his/her skills to an appropriate level in accordance with the assigned area.

Written Reports - Complete and turn in to designated person, all student evaluation reports, lesson plans, sub plans, IEP's, comprehensive evaluations, grade cards, and other written reports as assigned, by the due date in order to maintain current school records as managed by the state.

School/Instructional Meetings - Attend school/Instructional meetings as required, in order to enhance communication, to improve skills, to coordinate programs, to promote the school family, etc. Attend all staff development trainings and professional learning communities.

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MINIMUM REQUIREMENTS: Qualify for Kansas certification by KSDE for Elementary and Hearing Impaired; Fluency in American Sign Language (ASL). Applicants must be pre-approved for certification via KS Dept. of Education, Cert. Dept. prior to the issuing of a contract. (ASL and writing skills will be assessed.)

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. Send resume and copies of all college transcripts. Send three letters of recommendations. For consideration request an official KSD application or go to our website, print and submit the application for KSD review.

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: 1/24/2023**

