

# 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:** Senior Administrative Specialist
- SALARY:** Dependent upon qualifications and experience. Excellent benefits.
- EMPLOYMENT DATE:** Immediate; Open until filled
- SCHEDULE:** Monday – Friday, 7:15 am – 4:15 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 Senior Administrative Specialist is to provide administrative support to the Secondary (middle and high school) staff, including, but not limited to the Secondary Principal and instructional staff. Senior Administrative Specialist is generally the primary point of contact for students and parent(s)/guardian(s).

**Administrative Support:**

- Types, transcribes, and prepares correspondence and reports in an accurate, efficient, and timely manner for the Principal, instructional staff, and administrative staff.
- Assists with parent(s)/legal guardian(s) and student enrollment.
- Responsible for ordering and maintaining inventory, office supplies, and school supplies for instructional staff, administrative staff, and students; fills supply orders and distributes supplies.
- Attends department meetings.
- Works together with the Principal to ensure building and maintenance concerns are handled in a timely manner; creates work orders as applicable.
- Creates technology word orders via email as applicable.
- Monitors and performs minor maintenance on office equipment, including loading with paper and submitting any applicable work order to maintenance vendors.
- Performs minor media setups if needed.
- Uses information from SWIS database to create data charts for MTSS meetings as needed.
- Creates and laminates behavioral aid charts, maps, and tools from Publisher as needed.
- Updates bulletin boards with new information and creates fliers as applicable.
- Assists Principal with checking in on staff engaged in special projects.
- Assists staff with student supervision while in the office for administrative reasons.
- Assists with school-wide events after school hours.



- Assists with Extended School Year (ESY) at the request of the Principal, Director of ESY, and/or Superintendent, including but not limited to enrollment, field trips, requisitions, reimbursements, student attendance, daily transportation needs, etc.
- May be called upon, at the discretion of the Principal or other administrators/management to perform other duties and/or work in other areas as needed.

#### **Communication:**

- Answers telephone in a professional and courteous manner to direct calls, take messages, relay messages, and provide detailed answers regarding the secondary department.
- Answers routine questions for students, parent(s)/legal guardian(s), and staff.
- Maintains respectable communication with Student Life staff and Activity Director by informing them of any changes in students' after-school activities, attendance, and by helping to distribute any applicable news and/or announcements from the Student Life or Activity Director to parent(s)/legal guardian(s) via social media and emails.
- Under the direction of the Principal, edits, sends, and updates any applicable newsletters, social media pages, emails, etc. to notify students, parent(s)/legal guardian(s), and staff of any upcoming events, announcements, or sports news.

#### **Filing and Reporting:**

- Sets up and maintains accurate tracking and filing systems.
- Establishes, maintains, and monitors daily attendance records of students and teachers by entering data in PowerSchool.
- Provides accurate daily and bi-weekly reports on teacher and paraprofessional attendance (Leave Request forms), and sub teacher and sub paraprofessional attendance (time sheets) to Principal prior to processing of forms and sheets to the Human Resource Department in a timely manner.
- Monitors, records, and compiles information regarding the routine operation of the school for management tracking and report generation.
- Files travel expenses and related reports.
- In student files, maintains student technology documentation, field trip permission slips, etc.
- Provides secondary review to the Principal to ensure accuracy of report cards and other documents.
- Assembles (includes mailing) and prints report cards and other documents.
- Provides applicable report cards to the IEP office for progress report mailings to parents(s)/legal guardian(s).
- Prepares academic achievement lists and any applicable certificates for Principal to sign, including but not limited to honor roll and diplomas.

**MINIMUM REQUIREMENTS: High School diploma or General Educational Development (G.E.D.), plus completion of training or coursework from an accredited vocational, technical, or business college in office procedures and equipment.** Ability to communicate in basic ASL; ability to understand and use ASL and English in appropriate modes (ASL and English skills will be assessed). Skill and knowledge in using various office equipment, including but not limited to, computer skills, such as email, word processors, spreadsheets, and presentation software. Establish and maintain



effective and harmonious working relationships. Basic office management skills with knowledge to manage an office with high visibility with students, staff, and visitors.

**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  
E-Mail: [hr@kansasdeaf.gov](mailto:hr@kansasdeaf.gov)

**TOBACCO-FREE CAMPUS  
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