

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 Principal

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

EMPLOYMENT DATE: June 2023

JOB DESCRIPTION: (Detailed Position Description provided upon request)

Frequent communication with the Superintendent, daily communication with other KSD personnel (especially teachers and paraprofessionals), and regular communication with parents and other professionals in the field will be necessary to fulfill the responsibilities of the job.

Supervises the work of classroom teachers and paraprofessionals, including:

- Assists with the recruitment, selection, and assignment of personnel.
- Prepares class schedules and plans extracurricular activities that provide for the safety, health, and well-being of students and staff.
- Regularly monitors/observes the work of classroom teachers and paraprofessionals with students.

Maintains direct contact with teachers, parents, students, and other staff members, including:

- Counsels students, staff, and parents.
- Prepares written reports in a timely manner and assures the proper maintenance of all school records according to the regulations regarding confidentiality.
- Reviews all written reports prepared by school staff, including lesson plans, IEPs, comprehensive evaluations, etc.
- Provides the Superintendent with budget recommendations for education programs, processing requisitions, and monitoring program expenditures.

Assumes leadership for providing a continuous program of student development by:

- Assists the Curriculum & Assessment Coordinator in the development and implementation of school curriculum.
- Plans and/or facilitates activities for students.
- Arrange for the safe transportation of students.

Performs other related duties as needed or assigned:

- CPI training and other mandatory training

MINIMUM REQUIREMENTS: Master's degree in education with emphasis on the deaf/hard of hearing, special education, administration, or related field. Fluency in manual communication (ASL). Ability to use

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and understand written English, signed English and ASL in appropriate modes; ability to make verbal and written reports; knowledge of basic human physiological needs. Ability to obtain Kansas Certification by KSDE in appropriate teaching area and administration, K-12. Minimum of 5 years in an educational setting for the D/HH. ASL/English assessments will be given at the interview.

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: 03/15/2023

