

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:** Secondary Principal
- SALARY:** Salary offered within agency guidelines, depending upon qualifications and experience. Excellent benefits.
- EMPLOYMENT DATE:** June 2026; Open Until Filled.
- SCHEDULE:** 225 Duty Days; Monday - Friday, 7:45 am - 3:45 pm; this position may require attendance at special events outside regular working hours.

JOB DESCRIPTION: (Detailed Position Description provided upon request)

Join our leadership team as a Secondary Principal! In this role, you'll provide instructional leadership and administrative oversight for the secondary program, supporting a safe, well-organized, and effective learning environment. Working closely with the Superintendent and school leadership, this position advances instructional quality, staff development, student growth, and continuous school improvement in alignment with the school's mission and strategic plan.

KEY RESPONSIBILITIES:

Instructional Leadership, Supervision & Administration

- Assist with the recruitment, selection, assignment, supervision, observation, and evaluation of secondary instructional staff, including but not limited to classroom teachers, paraprofessionals, job coaches, and substitutes; document performance and make recommendations for professional improvement or dismissal, as appropriate.
- Support staff development through in-service training, instructional support, and implementation of approved methodologies.
- Ensure appropriate instructional coverage and student supervision when staff are unavailable.
- Maintain communication with students, families, staff, and administrators; interpret and communicate educational information, school expectations, and policies.
- Implement discipline measures consistent with school policy and proactively communicate significant issues, incidents, or concerns to the Superintendent.
- Prepare, review, and maintain required reports and school records in compliance with applicable laws and regulations.
- Use appropriate ASL and English to communicate professionally with students, families, staff, and the public; maintain confidentiality; and follow all school communication policies and applicable local, state, and federal laws.
- Serve as a liaison with other departments and develop budget recommendations, overseeing requisitions and program expenditures.
- Complete required training and attend meetings.



- Perform all other duties as assigned.

Student Programs, Curriculum & School Improvement

- Collaborate with the Curriculum & Assessment Coordinator to develop and implement appropriate and approved curriculum.
- Plan and support student activities that promote academic, social, and personal development, including oversight of safe student transportation.
- Collaborate with the Superintendent to assess program needs and implement program changes, including bilingual education initiatives.
- Support instructional implementation, accreditation processes, and school improvement initiatives.

MINIMUM REQUIREMENTS:

- Master's degree in Education with emphasis in Deaf/Hard of Hearing, Special Education, Educational Administration, or a related field.
- Minimum of five (5) years of teaching experience with students who are deaf or hard of hearing.
- Valid Kansas certification through KSDE in the appropriate teaching area and administrative endorsement (K-12).
- CPI certification or the ability to obtain.
- Fluency in manual communication, with the ability to understand and use ASL and English in appropriate modes(ASL and English skills will be assessed).
- Ability to communicate effectively through oral, signed, and/or written reports.
- Knowledge of educational law and basic human physiological and psychological needs.
- Ability to apply principles of educational theory, child development, supervision, observation, evaluation, behavior management, and appropriate safety and health responses.
- Ability to work empathetically with children and youth and serve as 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 through the KS Bureau of Investigation, Backgrounds Plus consents, the Kansas Department of Children and Family Services, and the 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) and a health certificate must be completed by a medical provider at the employee's expense.**

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

Email: hr@kssdb.org
TOBACCO-FREE CAMPUS
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