

# 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:** Administrative Assistant

**SALARY:** Starts at \$19 an hour; Excellent benefits.

**EMPLOYMENT DATE:** Open Until Filled

**SCHEDULE:** 7:45 am - 3:45 pm; Monday - Friday; this position may require attendance at special events outside of normal working hours, including weekends

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

The role of the Administrative Assistant is to provide administrative support to the IEP Office.

### Essential Job Functions:

- Provide administrative support for the IEP office and related services staff, including, but not limited to demonstrating a positive, welcoming, and helpful attitude when greeting and interacting with parent(s) or legal guardian(s), LEAs, students, the public, staff, and others
- Perform administrative duties, including but not limited to creating Notice of Meetings, distributing IEP documents after meetings, distributing mail, answering emails, etc.
- Maintain and update the shared staff calendar, including reservation calendars for meeting rooms when applicable
- Provide general information about the school, its events, and applicable news items to the inquiring public
- Monitor supply inventory and prepare requisitions, as needed
- Monitor and perform minor maintenance on office equipment, including loading with paper and submitting any applicable worker order to maintenance vendors
- Complete all state-required reporting
- Maintain school records and data including, but not limited to filing records, maintaining the confidentiality of the students, etc.
- Request and distribute new or potential student information to the appropriate staff member
- Compile incoming student information and verify that required records have been received
- Collaborate and cross-train with Outreach/Related Services administrative staff member(s)
- Answers telephone and/or VP professionally and courteously to direct calls, take messages, relay messages, and provide detailed answers regarding the IEP office



- Use appropriate communication skills with students, staff, parent(s) or legal guardian(s), and the public to effectively communicate with all levels of hearing abilities
- All other duties as assigned

**Attend all required meetings; use appropriate communication skills.**

**MINIMUM REQUIREMENTS: High school diploma or G.E.D.** Completion of training or coursework from an accredited vocational, technical, or business college in office procedures and equipment, is preferred. Computer and basic program skills to create and edit documents, letters, brochures, flyers, mailings, photography, etc. Bilingual education as it applies to DHH students, is preferred. Establish and maintain effective and harmonious working relationships.

Ability to communicate in basic-intermediate 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. Represent KSD professionally and appropriately at all times.

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 a 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](http://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](mailto:hr@kssdb.org)

**TOBACCO-FREE CAMPUS  
KSD AND KSSB EMBRACE DIVERSITY  
UPDATED 03/19/2024**

