



# KANSAS SCHOOLS FOR THE DEAF AND THE BLIND

STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS

[www.KSSDB.org](http://www.KSSDB.org)

**KANSAS STATE SCHOOL FOR THE DEAF**  
450 EAST PARK ST. · OLATHE, KS 66061-5497  
PHONE: 913-210-8200 FAX: 913-791-0577

**KANSAS STATE SCHOOL FOR THE BLIND**  
1100 STATE AVE. · KANSAS CITY, KS 66102-4411  
PHONE: 913-305-3000

## \*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\*

### Kansas School for the Deaf

**POSITION TITLE:** Administration Assistant for Student Life & Athletic Dept.

**SALARY:** This opening is an unclassified hourly position. Starting pay at \$15.00 per depending on experience. Great benefits

**SCHEDULE:** Monday – Thursday: 12:00 PM – 8:00 PM, Friday: 8:00 AM – 4:00 PM  
School Not in Session: 8:00 AM – 4:00 PM

**EMPLOYMENT DATE:** Open Until filled.

**JOB DESCRIPTION:** (Detailed position description upon request) This position assists in the direction of the Policy, Staff, & Personnel Operations program of the school. This position provides support to customer focused programs by projecting workforce needs & ensuring adequate personnel management. Provides general information about Student Life, Athletics program and activities. Relays important instructions and messages. Develops and maintains computer files on students and staff. Student information includes IEP reports, disciplinary documentation, parent communication, etc. Retrieves information as requested and updates such as Serious Incident Report, office referrals, etc. Types and files sensitive materials, maintaining confidentiality. Uses word processing software or google drive programs to complete correspondence, assignments, and in-house reports, i.e. memos, reports, etc. Prepares correspondence in accordance with established policies, handbooks and procedures for the student life program and athlete department, types a variety of materials, including administrative and public reports for reproduction and distribution. Develop program to keep record of and input discipline data. Maintain records of student life staff's log reports in the file.

**MINIMUM REQUIREMENTS:** Uses office efficiently including copier, fax, etc. Distributes incoming and outgoing mail. Keeps records of and/or supplies for department. Types, sorts, mails monthly parent letters. Distributes schedules of activities approved. Assumes overall responsibility for the smooth operation of the Student Life department and the Athletic department. Knowledge of departmental rules, regulations, policies, and procedures. Answers phone/VP calls. Provides follow-up calls for Dean to coordinate daily activities. Call or email parents to remind them of the weekend stay due to the student life/athlete program; cancellations of any scheduled games after the Activity Coordinator email to the parents. Send out letters to the parents on the student life activity calendars and game schedules for the athletic department. Ability to respond to questions from the other offices and the public. Uses tact and good human relationship skills in handling visitors and in dealing with other staff and students. Ability to establish and maintain effective working relationships with other employees and with the general public. Find substitutes for the Student Life staff when they call in sick or will not be at work. Employee may be called upon, at the discretion of the supervisor or management, to perform other duties and/or work in other areas as needed.



EQUAL EMPLOYMENT/EDUCATION OPPORTUNITY SCHOOLS



(ASL & Writing skills will be assessed)

**SPECIAL REQUIREMENTS:** Upon offer of employment, a background check will be conducted via the KS Bureau of Investigation, Backgrounds Plus, Kansas Department of Children and Family Services, Work Reference and Kansas Offender Register. A Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).

**APPLICATION DEADLINE:** Open Until Filled. Send resume and copies of all college transcripts. For consideration request an official KSD application or go to our website and submit application for KSD review.

**CONTACT:** Michele Golden, Human Resources Office; VP: 913-324-5865; E-Mail: [mgolden@kssdb.org](mailto:mgolden@kssdb.org);  
Fax: 913-791-0557

**TOBACCO FREE CAMPUS  
KSD AND KSSB EMBRACE DIVERSITY  
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