



**KANSAS SCHOOLS FOR THE DEAF AND THE BLIND**  
STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS  
www.KSSDB.org

**KANSAS STATE SCHOOL FOR THE DEAF**  
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**\*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\***

**Kansas School for the Deaf**

**POSITION TITLE:** IEP Administrative Assistant II

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

**SCHEDULE:** Monday – Friday from 7:45 am to 3:45 pm

**EMPLOYMENT DATE:** Until filled.

**JOB DESCRIPTION: (Synopsis, full position description upon request)**

Provide secretarial support for IEP office including, but not limited to, assist in scheduling all annual IEP and re-evaluation meetings to satisfy legal time frames and regulations; sending notifications and documentation of all meetings for parents, guardians, staff (instructional, dorm, and related services), local education agency (LEA) representatives, and, if applicable, vocational rehabilitation counselors and outside agencies. Notify testing personnel of re-evaluation schedules and deadlines. At the conclusion of meetings, follow-up issues (ex: referral for related services) and dissemination of IEP and/or re-evaluation will be completed in a timely manner. Review all service minutes, codes, and content before finalizing the IEP. Monitor compliance with all federal, state, and school regulations. Attend state level meetings on compliance and monitor MIS process. All requirements as mandated by the State and/or school will be met.

Provide secretarial support for the Curriculum/Assessment Coordinator including, but not limited to, management of school digital subscriptions including updating student rosters and creating reports in NWEA Map and IXL. Provide support for the state assessments including registering students and distribution of daily access codes during testing. Direct clerical assistance in the areas of staff support, assessments (local and state), curriculum, school profile data, KESA accreditation and staff professional development and licensure.

Demonstrate a positive, friendly, and helpful demeanor when greeting/interacting with parents, LEAs, students, general public, staff, and others; daily, direct clerical assistance; complete all state reports as required by KSDE; maintain and update shared calendar for staff, including reservation calendars for meeting rooms when applicable; provide general information about KSD and its events and news items to the public; monitor inventory of supplies and prepare requisitions as needed; coordinate equipment repair; distribute mail, answer phone/VP, relay messages to the appropriate people, respond to emails. All requirements as mandated by the State and/or school will be met. Use appropriate communication skills with students, staff, parents, and the public in order to effectively communicate with deaf, hard of hearing, and hearing individuals. Take the initiative to improve American Sign Language and/or English skills to an appropriate level.



Maintain school records and data including, but not limited to: file records maintain confidentiality of the students; request and distribute information received on new or potential students to appropriate KSD staff; compile all information received on an incoming student into a file and verify that all required records have been received; collaborate and cross-train with Outreach/Related Services Administrative Assistant. All requirements as mandated by the State and/or school will be met.

Attend agency, instructional, professional, and staff development meetings as required in order to enhance communication, improve skills, and coordinate programs. Participate in other programs and meetings as required to maintain appropriate certification and/or licensure, continue professional growth.

**MINIMUM REQUIREMENTS:**

Fluency in American Sign Language (ASL), willingness to learn ASL, and fluency in English; fluency in Spanish is a plus; knowledge of educational, social/emotional, and developmental needs of DHH students; awareness of deaf culture; ability to make oral and/or written reports/presentations; basic knowledge of special education law and procedures preferred; ability to make proper responses to safety/health problems; ability to work independently; ability to show empathy to families and children; positive attitude and willingness to work collaboratively. Represent KSD in a professional and appropriate manner at all times.

Preferred minimum of two years' experience in a secretarial capacity in an educational setting. Experience with deaf/hard of hearing students preferred

(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 consents, Kansas Department of Children and Family Services, Sex Offender Listing, and Work Reference consent. Also 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 and/or  
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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