



KANSAS SCHOOLS FOR THE DEAF AND THE BLIND
STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS
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 ******

POSITION TITLE: Supervisor/Administrator for Operations Dept. –
Kansas Schools for the Deaf and Blind

SALARY: Hourly rate starts at \$18.00 depending upon qualifications and
experience. Excellent benefits.

SCHEDULE: Monday through Friday from 8:00 am to 5:00 pm

EMPLOYMENT DATE: Open Until Filled

JOB DESCRIPTION: (Brief summary-detailed description upon request) Attend meetings as representative of the Chief Operating Officer/Facility Operation Service: such as KSDLT, Security, Housekeeping, and Emergency Planning Committee meeting. Includes creating agendas, talking and distributing notes. Provide Operations Department Managers with a variety of administrative and scheduling support as needed. Manage and maintain electronic calendars for Facility Operations Services. Keep Crisis management/emergency planning and related information for both campuses current and up-to-date in coordination with Security and others. SMART Financial System: Enter Requests and Budget Facility invoices for the Operations Services departments, as needed. Process and maintain financial information in support of Business Office.

MINIMUM REQUIREMENTS: Prefer at least an Associate's Degree and/or equivalent. Six months of experience in providing direct necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.

SPECIAL REQUIREMENTS: Upon offer of employment a background checks will be conducted via the KS Bureau of Investigation, KS Dept. of Children and Family Services, Background Plus and Dru Sjodin National Sex Offender Registry website. Also a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee)

CONTACT: Michele Golden, Human Resources Office; Phone: 913/210-8114 and/or VP 913-324-5865; Fax 913/791-0557 and/or HR@kssdb.org

An Equal Employment/Educational Opportunities Agency
Veterans Preference Eligible
Embraces Diversity™
Posted: 05/14/2019



EQUAL EMPLOYMENT/EDUCATION OPPORTUNITY SCHOOLS . . .