



# Kansas State School for the Blind

1100 State Ave.  
Kansas City, KS 66102  
913-305-3015  
[www.kansasblind.gov](http://www.kansasblind.gov)

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

- POSITION TITLE:** Early Childhood Instructional Assistant
- HOURLY RATE:** \$20.00 an hour. Excellent Benefits
- LOCATION:** Kansas State School for the Blind
- SCHEDULE:** Monday thru Friday with shifts of 6:45 am-3:15 pm, 7:45 am - 4:15 pm, and 8:45 am - 5:15 pm; Follows the Kansas State School for the Blind school calendar.
- EMPLOYMENT DATE:** Immediate; Open until Filled

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

The Early Childhood Instructional Assistant performs any combination of instructional and hygiene-related tasks to work with children, ages 6 weeks to 6 years, individually or in small groups, to promote the acquisition of Expanded Core Curriculum skills established by the State of Kansas, the Kansas State School for the Blind, and directives of lead supervisor and/or manager. Perform other duties as assigned. Emphasized Expanded Core Curriculum (ECC) domains, which are unique to students with a visual impairment. These include age-appropriate Braille readiness, communication, orientation and mobility readiness, social skills, independent living skills, technology, sensory efficiency skills, self-determination, and much more!

**Early Childhood Instructional Assistants may perform the following duties:**

- Provide children with appropriate feedback and reinforcement
- Implementing lessons prepared by a teacher
- Assists teacher with preparation of instructional materials and all applicable recordkeeping
- Maintains effective and professional communication with children, teacher(s), parent(s)/legal guardian(s), and other staff members, which may include, but is not limited to: providing instruction and assistance to children at their level of understanding, communicating student progress and special circumstances or situations with the teacher on time, using appropriate, professional terms when discussing children, their strengths and areas of concern or opportunities for growth; maintaining confidentiality per the employee handbook and all applicable local, state, and federal laws
- Assists children in learning appropriate behaviors and skills for their age level
- All other duties and responsibilities, as assigned

**MINIMUM REQUIREMENTS: High School diploma or General Educational Development (G.E.D.).** Knowledge of basic human physiological needs; ability to apply principles of learning theories and child development; ability to make proper responses to safety/health concerns; ability to use behavior

management techniques; ability to listen to and be empathetic to young children; ability to be a positive role model.

**Preferred: Two years' experience working in an Early Childhood environment.**

**SPECIAL REQUIREMENTS:**

All offers of employment from Kansas State School for the Blind (KSSB) 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, Dru Sjodin National Sexual Offender Registry, and the KDHE CCL Background Check. KSSB 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, please email [hr@kssdb.org](mailto:hr@kssdb.org) and request an application be sent for completion. Copies of all college transcripts and any applicable licenses will be required.

**CONTACT: Human Resource Office**  
**Phone Number: 913-305-3004**  
**E-Mail: [hr@kssdb.org](mailto:hr@kssdb.org)**

**Tobacco Free Campus**  
**KSD & KSSB Embrace Diversity**  
**Updated 03/14/2025**