



# 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 per hour. Excellent Benefits.
- LOCATION:** Kansas State School for the Blind
- SCHEDULE:** Monday through Friday with shifts of 6:45 am-3:15 pm, 7:45 am - 4:15 pm, and 8:45 am - 5:15 pm; Shifts are assigned based on student needs; Follows the Kansas State School for the Blind school calendar.
- EMPLOYMENT DATE:** Immediate; Open until Filled

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

Come join our Early Childhood Program! 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 the lead supervisor and/or manager. Emphasized Expanded Core Curriculum (ECC) domains, which are unique to students with a visual impairment. These include age-appropriate readiness in Braille, communication, orientation and mobility, social skills, independent living skills, technology, sensory efficiency, 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 the teacher with the 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. **Successful candidates must complete a tuberculosis (TB) test (and any required follow-up treatment) and provide a physician's statement prior to the start date. These requirements must be completed by a licensed medical provider, and any associated costs are the employee's responsibility.**

**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  
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