



Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015

www.kansasblind.gov

**** JOB OPENING ANNOUNCEMENT ****

- POSITION TITLE:** Substitute Instructional Assistant
- HOURLY RATE:** \$15.03 per hour. Excellent Benefits.
- LOCATION:** Kansas State School for the Blind
- SCHEDULE:** As needed 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: The Instructional Assistant performs any combination of instructional, vocational, and hygiene-related tasks to work with students 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.

Instructional Assistance:

Assists student(s) individually or in small groups as directed by the teacher, which may include, but is not limited to:

- Giving clear and understandable instruction to students
- Providing student(s) with appropriate feedback and reinforcement
- Storytelling
- Locating appropriate materials for use by the student
- Implementing lessons prepared by a teacher

Administrative Duties/Preparation of Materials:

Assists teacher with preparation of instructional materials and with recordkeeping, which may include but is not limited to:

- Preparing special materials as directed by the teacher
- Checking and scoring student work
- Operates classroom equipment
- Making copies

Communication:

Maintains effective and professional communication with students, teacher(s), parent(s)/legal guardian(s), and other staff members, which may include, but is not limited to:

- Providing instruction and assistance to students in a manner clearly understood by the student
- Communicating student progress and special circumstances or situations with the teacher on time

- Using appropriate, professional terms when discussing students, their strengths, and areas of concern or opportunities for growth
- Maintaining confidentiality per the employee handbook and all applicable local, state, and federal laws

Supervision and Student Management:

Assists teacher/students in adherence to established behavioral guidelines, which may include, but is not limited to:

- Supporting the classroom behavioral management program in an acceptable manner
- Supervising an individual student and/or groups of students
- Providing students with positive reinforcement
- Notifying and supporting the teacher regarding student disciplinary action

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 children and youth; ability to be a positive role model. Ability to complete Orientation and Training Sessions addressing confidentiality, the services provided, and the policies and procedures of the agency and special education. Complete 10-20 hours of in-service, depending on length of service. (This may be replaced by relevant licensure.) Complete Blindness Basics on-line course (FREE).

Preferred: Two years' experience working in a school setting.

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 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

**Tobacco Free Campus
Updated 05/29/2026**