

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
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**VACANCY NOTICE**

Vacancy Title: Residential Advisor II  
Job Order Number: 12041645  
Domicile Location: St. Louis  
Section/Office: Division of Special Education/Missouri School for the Blind  
Salary: \$21,744.00  
Deadline: November 30, 2016

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

- Associate degree or sixty semester hours from an accredited college or university and/or
- Exceptional skill in any listed areas required for Residential Advisor I.
- Other skills or abilities as deemed appropriate by the division administrator.
- Previous experience supervising children preferred.
- Ability to obtain CPR and first aid certificates.

*(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)*

EXAMPLES OF WORK PERFORMED

- Assists students in personal care and dress, inspecting for cleanliness and appropriate attire.
- Supervises the students' work in cleaning the living area and grounds.
- Accompanies and supervises students during meals. This involves eating with the students to establish appropriate regimen for group dining.
- Assists with and directs recreational activities.
- Assists students in packing for trips, including regular supervision of students on trips to and from points throughout the state.
- Obtains medical assistance for students who become injured or ill.
- Advises students with personal problems.
- Observes students, noting any unusual behavior in daily reports.
- Administers behavior modification techniques when required.
- Reports needed maintenance and repairs.
- Completes reports on students.
- Collects, sends out, and assists with laundry.
- Assumes special assignments as directed by immediate supervisors.
- Assists with and provides direction for R.A. I's and substitute personnel.
- Performs other duties as assigned.

## **APPLICATION PROCEDURE**

Complete a DESE application online at [http://www.dese.mo.gov/divadm/humanres/documents/Employment\\_Application\\_2005.pdf](http://www.dese.mo.gov/divadm/humanres/documents/Employment_Application_2005.pdf). Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

**NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.**

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

## **BENEFITS (FOR A FULL-TIME POSITION)**

**ANNUAL LEAVE:** Accrue 10 hours per month for new full-time employees; longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS).

**LIFE INSURANCE:** Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

**OPTIONAL LIFE INSURANCE:** Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

**CAFETERIA PLAN:** Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first day of the following month after employment.

**DENTAL PLANS:** Delta Dental insurance coverage is available.

**VISION PLAN:** National Vision Administrators (NVA) is available.

**DEFERRED COMPENSATION:** A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

### **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).