

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: School Supervisor
Job Order Number: 12366297
Domicile Location: St. Louis
Section/Office: Missouri School for the Blind/Division of Special Education
Annual Salary: \$48,096.00 (12-month position)
Deadline: Open until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

- Master's degree and Missouri Administration certification; Visually impaired, Severely Handicapped, Deaf/Blind certification preferred.
- Three years experience as a classroom teacher.

(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

The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodations.

Essential Functions:

This is a 12-month professional position assisting the Assistant Superintendent in the administration of the school programs.

- Assists in organizing and administering school programs to align to MSIP and Advanced Accreditation standards.
- Assumes primary responsibility for extra-curricular activities including intramural and competitive athletics, clubs, Aclabs and other student activities.
- Coordinates and supervises development and implementation of K-12 curriculum.
- May assist with evaluating the performance of the teaching, related professional and paraprofessional staff.
- Assists in the interviewing and selection of staff.
- Coordinates and facilitates IEP meetings and staffings as assigned by the Assistant Superintendent.
- Counsels with students and/or parents as requested and needed.

- Assists in establishing and maintaining effective student behavior management programs and plans.
- Assists in maintaining necessary student/staff reports and records.
- Facilitates committees and Professional Learning Communities (PLCs) as assigned by the Assistant Superintendent.
- Assumes primary responsibility for the total education and training programs in the Assistant Superintendent's absence as assigned.
- Conducts pre-service and in-service workshops in consultation with the PDC and Assistant Superintendent.
- Serves as an active member of the Educational Leadership team.
- Assists in supervision to promote a safe, efficient, and effective learning environment.

Additional Responsibilities:

- Assumes other duties as assigned.
- Attends in-service and professional meetings at the direction of the Assistant Superintendent or Superintendent.

APPLICATION PROCEDURE

Complete a DESE application online at <http://msb.dese.mo.gov/jobs.html>. 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.

PARENTAL LEAVE: Six weeks paid leave for the birth or adoption of a child in accordance to the Department's Parental Leave Policy.

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 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 by ICMA-RC Services.

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.

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.