

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title:	Supervisor, Vision/Outreach Services – Lead Parent Advisor and Family Specialist
Job Order Number:	11583658
Domicile Location:	TBD (Office space will be provided in a State of Missouri facility. The location is flexible.)
Section/Office:	Missouri School for the Blind/ Division of Special Education
Salary:	\$28,488.00 (12-month position/ 30 hours per week)
Deadline:	Open until filled

Essential Functions:

The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation. The incumbent will provide for statewide parent training services to parents of children (birth – 5) with vision impairment or children (birth - 21 years) who are deafblind. Responsibilities include providing activities that increase family support services, parent education and parent networking.

1. Recruit, train, supervise and support MoSPIN parent advisors.
2. Market MoSPIN program.
3. Collaboration with Part C and Part B programs for early identification, family support services, and transitioning.
4. Provide information to potential referring agencies regarding identification and referral.
5. Co-instruction of the INSITE course and VIISA course, as needed, and coordination of SPARKLE.
6. Development of project newsletters for parent advisors and families and transition/exit packet.
7. Attendance at Regional and State Interagency Coordinating Council meetings.
8. Assist with the collection of evaluation data on family TA and training activities and comply with state and federal reporting requirements.
9. Participation on the state and local task forces, as appropriate, and the Deafblind Advisory Committee.
10. Provide training to individual and groups of families using an array of training options including family learning weekends, conferences and workshops.
11. Help families connect with other families of children who are deafblind including family mentoring and via a Family-to Family Network.

12. Assist the Project in developing/finding culturally diverse and family friendly materials to share with families.
13. Represent the family perspective and advocate for family involvement in all internal and statewide Project activities.

Prerequisites for the job:

1. Ability to facilitate trainings and meetings.
2. Demonstrated writing skills.
3. Ability to establish rapport and maintain working relationships with local service providers and parents.
4. Demonstrated organizational skills.
5. Self-starter with little need of supervision.
6. Ability to work at a fast pace on multiple projects.

Minimum Experience and training:

1. Possession of a Bachelor's with Master's degree preferred from an accredited college or university in vision education, orientation and mobility, special education or early childhood education or closely related field.
2. Willingness to complete training/certification as INSITE state trainer.
3. Experience as a MoSPIN parent advisor preferred.

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.

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.

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.