

VACANCY NOTICE

Vacancy Title: Substitute Residential Advisor I
Job Order Number: 12424776
Domicile Location: St. Louis
Section/Office: Missouri School for the Blind/Division of Special Education
Salary: \$12.22/hour
Deadline: November 17, 2017

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

1. High School diploma or G.E.D. required.
2. Prefer 12 months experience with children, especially children with special needs.

EXAMPLES OF WORK PERFORMED

1. Supervise and maintain a clean and safe environment for students at all times.
2. Provide active programming which is appropriate to the functioning level of the students.
3. Report any issues or concerns regarding care and development of residential students.
4. Participate and assist with recreational activities for students.
5. Complete all required written reports and other paperwork as necessary.
6. Use approved behavior modification techniques when necessary to enhance the student's development.
7. Follow all health care procedures, to include personal care and hygiene, taking students to the Health Center, and following written communication from Health Center personnel.
8. Perform related tasks assigned by CARS Coordinator and/or Supervisors in the Residential Department.

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 you are applying for a position where a degree is required, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts 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.

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.

SELECTIVE SERVICE REGISTRATION REQUIREMENT

Anyone who is required to register under the United States Military Selective Service Act must show proof of registration prior to being offered employment with the State of Missouri. (Authority: Section 105.1213, RSMo.)

STATE TAX REQUIREMENT

State law now requires all employees to pay their state taxes in a timely manner as a condition of employment. Each year the Department of Revenue will determine if any state employees are delinquent in paying their state taxes for the prior tax year. Employees who are delinquent will be notified and given sufficient time to resolve their state tax liability. Employees who fail to meet this requirement will be terminated. (Authority: Section 105.262, RSMo.)

NOTICE OF NON-DISCRIMINATION

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 8th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number (573) 751-9619 or TYY (800) 735-2966.