

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: Substitute Teacher
Job Order Number: 12394651
Domicile Location: St. Louis
Section/Office: Missouri School for the Blind/Division of Special Education
Salary: \$14.17/hour
Deadline: Open until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

- Completion of 60 college credit hours from an accredited college or university and be eligible for a Missouri substitute teacher's certificate, or
- Missouri State teacher's certificate.

(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

- Teach subject matter appropriate to educational background and certification.
- Develop, implement and evaluate the individual educational plan for each student.
- Plan and outline class work within prescribed limits; assemble and prepare learning materials for special study.
- Keep scholastic and attendance records.
- Give individual instruction and encouragement as needed.
- May operate as part of a teaching team.
- May assist in teacher training of student teachers.
- Participate in conferences/meetings with parents.
- Confer with Assistant Superintendent or School Supervisor and/or parents regarding students' needs, progress and/or abilities.
- Provide consultation and technical assistance on-site and in the community.
- Provide consultation to parents regarding the educational, developmental, and transitional needs of their children.
- Assume other duties as assigned.

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.

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.