

## VACANCY NOTICE

Vacancy Title:	Vision Supervisor – Outreach Division
Job Order Number:	12443402
Domicile Location:	This position will be housed in a State of Missouri facility in or near one of the following cities: St. Louis, Cape Girardeau, Sikeston, Farmington, or Poplar Bluff
Section/Office:	Missouri School for the Blind/ Division of Special Education
Annual Salary:	\$38,352 - \$47,952 (12-month position)
Deadline:	Open until filled

This is a full-time (12-month) professional position providing statewide outreach services to local and state education agencies (LEAs and SEAs), First Steps, parents, and others about the educational needs of children (birth to 21 years) with vision impairment. Responsibilities involve the development, coordination, and delivery of functional vision and learning media assessments for students enrolled in local and state programs. The job requires travel to local school programs to provide technical assistance and to follow up on recommendations made to improve visual efficiency.

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS** (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 following.)

- Possession of a Bachelor's with Master's degree preferred from an accredited college or university, with vision education certification or ACVREP O&M certification complete.
- Experience in teaching/assessing students who are visually impaired/blind.
- Ability to meet requirements for Missouri State Teacher Certification in the area of partial sight/blind.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge and ability in assessing the functional vision needs of students who are visually impaired/blind.
- Keen observation skills.
- Demonstrated report writing skills.

- Ability to establish and maintain effective working relationship with local service providers and parents.

### **EXAMPLES OF WORK PERFORMED**

- Conduct functional vision assessments and other assessments.
- Work closely with local and state program administrators, American Printing House for the Blind Supervisor, ophthalmologists, optometrists, and parents.
- Interpret reports from eye care specialists and implications for educational programming.
- Provide in-service and pre-service training.
- Prepare written reports of services.
- Research/maintain knowledge of the field.
- Chair assessment and technical assistance staffings with local program representatives and parents.
- Coordinate mentoring activities.
- Provide onsite technical assistance regarding environmental, task, and material modifications.
- Provide instruction to local school personnel in the use of low vision devices and how to acquire these devices.
- Provide appropriate instructional strategies and methodology for the student who is visually impaired/blind.
- Provide Orientation and Mobility (O&M) services, as appropriate.

### **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 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).