

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
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www.dese.mo.gov

**VACANCY NOTICE**

Vacancy Title: **HOME SCHOOL COORDINATOR** (Case Manager/Admissions Coordinator)  
11-month position beginning August 1, 2015

Job Order Number: 4091104

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$40,128 (BS) or \$43,656 (MS) annually (base salary for working 11 months)

Deadline: July 2, 2015 - until filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

Bachelor's Degree from an accredited college in social work, psychology, counseling of related field, supplemented by two years of professional experience with children in a school or mental health setting or a Master's Degree. Master's Degree preferred.

Knowledge of counseling practices, techniques and ethics. Ability to develop an understanding of how these aspects apply to intervention programs for the Deaf and Hard of Hearing.

Knowledge of the processes of physical therapy, occupational therapy, and orientation and mobility for the blind. Ability to assist and problem solve in conjunction with a certified physical therapist, occupational therapist, and orientation and mobility therapist.

Must meet the required American Sign Language competency level of Advanced within 3 years of hire date.

*(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**

Serves as contact person from LEA's or families regarding admissions to MSD. Coordinates all admission information to and from LEA's.

Provides initial family visits to MSD. Involved with new student Orientation.

Provides non-therapeutic individual and small group counseling to students based on personal, educational, and vocational needs.

Schedules student's support services (i.e. physical therapy, occupational therapy, Braille training, orientation and mobility training). Attends sessions to assist therapist with support of student.

Coordinates additional support, attends services and documents student progress. Reports students' progress to the dormitory and school in support service programs.

Provides instruction for transition from high school to post high school life.

Plans and/or participates in in-service programs for staff and parents.

Coordinates and provides training for students and staff for Conflict Mediation.

Develops dormitory care plans. Coordinates implementation and monitoring of these programs.

Attends staff meeting for individual students.

Performs related duties as assigned

### **APPLICATION PROCEDURE**

Complete a DESE application online at

<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

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 SCHOOL TERM POSITION)**

**ANNUAL LEAVE:** Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 11 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:** Vision Service Plan (VSP) 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).