

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **RESIDENTIAL ADVISOR (school-term position, nights or evenings)**

Job Order Number: 4082

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$1806 per month (based on working 209 days)

Deadline: Open Until Filled

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 below.)

Graduation from a standard high school or equivalent education.

Ability to obtain CPR and First Aid Certificates.

Previous experience supervising children preferred.

PREFERRED SPECIAL QUALIFICATION

Ability to secure Commercial Drivers' License.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Assists students in personal care and dress, inspecting for cleanliness and appropriate attire.

Supervises the students' work in cleaning the living area and grounds.

Accompanies and supervises students during meals. This involves eating with the students to establish appropriate regimen for group dining.

Assists with and directs recreational activities.

Assists student in packing for trips, including regular supervision of students on trips to and from points throughout the state.

Obtains medical assistance for students who become injured or ill.
Advises students with personal problems.

Observes students, noting any unusual behavior in daily reports.

Administers discipline when required.

Reports needed maintenance and repairs.

Completes reports on students.

Collects, sends out and assists with laundry.

Assists and provides direction for substitute personnel.

Performs other related duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at
<https://dese.mo.gov/sites/default/files/hr-employment-application.pdf>

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.

SICK LEAVE: Accrue approximately 10 hours per month.

HOLIDAYS: 11 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the MOSERS.

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: MetLife insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan 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.