

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

**VACANCY NOTICE**

Vacancy Title: **SCHOOL SUPERVISOR** (11 month position)

Job Order Number: 4081

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$46,248 annually

Deadline: Open Until Filled  
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**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 below.)

Master's Degree in Education of the Deaf or Master's Degree in School Administration with emphasis on administering programs for the Deaf.

Minimum of five years' experience as a classroom teacher working with the Deaf and Hard of Hearing.

Ability to obtain Principal's Certificate.

Experience as a School Supervisor or Administrator is preferred.

**EXAMPLES OF WORK PERFORMED**

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

Serves as the instructional leader for the development, evaluation and revision of school curriculum at the assigned level.

Works with the Assistant Superintendent to coordinate the development, evaluation and revision of the school curriculum.

Works with the Assistant Superintendent to coordinate a rotating curriculum review addressing each curriculum area every three years.

Works with the Assistant Superintendent to train the teaching staff in curriculum development and Missouri requirements for alignment to the Missouri Learning standards.

Reviews lesson plans and provides feedback to the teaching staff to ensure alignment to the Missouri Learning Standards.

Evaluates teachers' performance and counsels with faculty as necessary.

Assists in the screening, interviewing, and selection of faculty and other personnel as appropriate.

Plans yearly class schedules for students and teachers.

Coordinates the annual Standardized Testing Program.

Articulates the school program to visitors.

Counsels with students and/or parents as necessary.

Serves as a member of the intake team evaluating prospective students.

Works with the Professional Development Committee to develop a suitable professional development plan for the beginning of the year workshops and continuing professional development during the year.

Works with the Assistant Superintendent to coordinate the yearly need of supplies and materials for the operation of the educational program.

Develops a plan to deal with student discipline issues and works with staff to implement that plan at the assigned level.

Performs other duties as assigned.

### **APPLICATION PROCEDURE**

Complete a DESE application online at:

<https://dese.mo.gov/sites/default/files/hr-employment-application.pdf>

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 (11 MONTH POSITION)**

**ANNUAL LEAVE:** Accrue approximately 10 hours per month for new 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). 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 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:** MetLife Dental 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](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**

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, 8<sup>th</sup> floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619 or TTY 800-735-2966.