

**D. Kent King**  
Commissioner of Education



P.O. Box 480  
Jefferson City, MO 65102-0480  
<http://www.dese.state.mo.us>

## Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

September 11, 2003

James Sucharski  
4368 Jefferson Drive  
Hillsboro MO 63050

Dear James:

Welcome to the Department of Elementary and Secondary Education. You have been hired as Superintendent of the Missouri School for the Blind, effective September 8, 2003, at a salary of \$68,004 annually. Because the Department is governed by the State Board of Education, your appointment has been approved by the State Board.

New employees serve an orientation period, which for your position will continue until September 8, 2004. During this period you will have at least one performance evaluation. Upon successful completion of the orientation period and the recommendation of your assistant commissioner, to the Commissioner of Education, your employment will be considered to be that of a continuing status.

I will serve as your contact during your transition period. To round-out your orientation to the Department, you must attend the Employee Orientation on October 21 from 9:00 AM – 3:00 PM in the Jefferson Building, 14<sup>th</sup> floor training located at 205 Jefferson Street, Jefferson City, Missouri. Please contact Human Resources at 573-751-9619 if you have any questions.

I am pleased to have you on my team, and I look forward to working with you. If I can be of help to you during your period of orientation or at any other time, please don't hesitate to let me know.

Sincerely,

A handwritten signature in cursive script that reads "Melodie A. Friedebach".

Melodie A. Friedebach, Assistant Commissioner  
Division of Special Education

c: Executive Assistant  
Cindy Flynn  
Human Resources Personnel File

## Employee Benefits

**VACATION:** Generally accrue 15 days a year for beginning employees.

**SICK LEAVE:** Generally accrue 15 days a year.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Vested after five years of creditable service.

**LIFE INSURANCE:** One times employee's annual salary (\$15,000 minimum) in basic life insurance coverage provided at no cost.

**OPTIONAL LIFE INSURANCE:** Employee may purchase up to 6 times their annual salary. Spouse and children's coverage is also available.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first of the month after employment.

**VISION PLAN:** Employee may enroll in the Vision Service Plan offered statewide. The cost of the plan is paid by the employee.

**DENTAL PLANS:** Several plans are available in certain areas of the state only; Employee may pay through payroll deduction.

**CAFETERIA PLAN:** Easy tax savings on your costs for qualified payroll-deducted insurance plans; medical care; and dependent car.

**MENTAL HEALTH PLAN:** Up to six counseling visits per episode per person per year.

**TAX DEFERRED PLANS:** State contributes \$25 to eligible employees after 12 continuous months of employment.

Email: Human Resources

Phone: 573-751-9619 Fax: 573-522-8395

Last Revised: June 6, 2008

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**Position: Superintendent****Reports to: Assistant Commissioner****Department: Elementary and Secondary Education****Division: Special Education****Section: Missouri School for the Blind****Classification: 1.0 FTE, Professional****Location: St. Louis****Pay Range: P100****Job Group Code: 101**

**ESSENTIAL FUNCTIONS:** The applicant must have the ability to perform the essential functions below either with or without reasonable accommodation.

1. Responsible, under the direction of the Assistant Commissioner, Division of Special Education, the Commissioner, and State Board of Education, for planning, directing and coordinating the academic, vocational and extracurricular programs at the state residential school for the blind. The incumbent is required to reside within proximity of the school in facilities furnished by the state.
2. Supervises and provides leadership to those members of the staff who are responsible for the design, development and execution of a program to effectively educate students who are visually impaired.
3. Oversees the care and maintenance of buildings and grounds through the supervision of managers responsible for facilities management.
4. Follows all policies, rules, and regulations adopted by the Board and makes decisions consistent with Board policies.
5. Recruits and recommends all personnel for employment to the State Board of Education.
6. Administers a program for staff development and evaluation.
7. Prepares an annual program evaluation that addresses student performance and financial accountability.
8. Responsible for a systemic approach to long-range planning to meet student and school needs.
9. Directs the preparation of and presents the annual operating budget to the Department of Elementary and Secondary Education
10. Works and communicates effectively with parents and patrons, including individual parent contacts and groups such as the Missouri School for the Blind's Board of Advisors and Parent Advisory Council.
11. Develops and initiates activities including outreach services to assist local school districts in the education of students who are blind or visually impaired.
12. Develops and directs transitional programs designed to prepare students who are blind or visually impaired for post-school living and employment.
13. Promotes and coordinates public relations programs designed to acquaint the general public with the Missouri School for the Blind.
14. Assures compliance with all federal and state regulations governing MSB.

**ADDITIONAL RESPONSIBILITIES:**

1. Assumes other duties as assigned by the Assistant Commissioner or Commissioner of Education.

**PREREQUISITES FOR THE JOB:**

1. Knowledge of educational programs and abilities of students who are blind or visually impaired or exhibit multiple disabilities.
2. Knowledge of physical plant administration.
3. Knowledge of the unique psychology of students who are blind or visually impaired or exhibit multiple disabilities.
4. Extensive knowledge of organization and administration in the area of special education.
5. Ability to organize, supervise, and coordinate the activities of a professional staff.
6. Ability to communicate effectively in writing and a variety of other modes.
7. Ability to coordinate a program, especially in regard to fiscal responsibility.
8. Ability to work under supervision as well as to assume leadership responsibilities when required.

**EDUCATION REQUIRED/PREFERRED:**

1. A Master's Degree from an accredited college or university in education of the visually impaired, special education, school administration and supervision, or a related field.
2. Three years of successful experience as an administrator of programs for students with visual impairments and/or school administration and supervision.
3. Missouri certification in school administration or special education administration.

**PERSONAL CHARACTERISTICS PREFERRED:**

1. High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
2. Excellent interpersonal abilities. Ability to get along with diverse personalities; tactful, mature, flexible.
3. Good reasoning abilities. Sound judgment.
4. Good communication skills.
5. Resourceful and well organized.
6. Ability to establish credibility and be decisive—but able to recognize and support the organization's preferences and priorities.
7. Results and people oriented; ability to balance other business considerations.
8. Service oriented but assertive/persuasive.

**PHYSICAL REQUIREMENTS:** Must be able to lift 25 pounds.

**COMPUTER SKILLS:** Proficient in Microsoft Office products including Microsoft Outlook.

**REQUIRED TRAVEL:** This position is required to drive occasionally to attend meetings in other locations.

(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.)



**Dr. James Sucharski**  
 Superintendent

Established 1851  
 NCA Accredited

## Missouri School for the Blind

3815 Magnolia Avenue  
 St. Louis, Missouri 63110  
 (314) 776-4320  
[www.msb.k12.mo.us](http://www.msb.k12.mo.us)  
 Superintendent Fax: 314-772-1561  
 Main Fax: 314-776-1875

**TO:** James Sucharski  
**FROM:** James W. Sucharski  
**DATE:** July 22, 2008  
**SUBJECT:** Salary for 2008-2009 School Term  
**ASSIGNMENT:** Superintendent

Please be advised that your salary for the 2008-2009 school year will be increased by 3% as a result of legislative action effective July 1, 2008. If you have any questions regarding these calculations, please contact Cindy Flynn in Human Resources at (314) 776-4320, extension 115.

School Year	Current	2007-2008
Salary	\$74,136.00	\$76,368.00

Sincerely,

James W. Sucharski, Ph.D.  
 Superintendent

Cc: Human Resources *W*