

Position: Superintendent  
Section: Missouri School for the Deaf

3512

Definition: This is a professional position with supervisory and administrative responsibilities in the overall management and direction of the Missouri School for the Deaf, a full time residential educational school.

This person is 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 Deaf. Additionally, fiscal management and plant operations round out the duties. The position requires that the Superintendent reside at the school in facilities furnished by the state.

Examples of Work Performed: (The listed examples do not include all tasks and responsibilities which may be found in this position.)

1. Supervises and provides leadership to those members of the staff who are responsible for the design, development and execution of a suitable program to effectively educate Deaf and Hard of Hearing students.
2. Oversees the care and maintenance of buildings and grounds through the supervision of mid-level managers responsible for this part of the school operation.
3. Supervises and provides leadership to a professional CFO who in turn directly manages a comprehensive system for the procurement of the necessary goods and supplies required to operate a residential school. Additionally, this same relationship exists for the management of all human resource activities.
4. Administers, directs, coordinates and provides leadership to a departmental structure which consists of an Assistant Superintendent, Business Manager (CFO), Student Life Director, and the Director of Clinical and Ancillary Service.
5. Directs the preparation and annually presents and justifies the operating budget to the Department of Elementary and Secondary Education. The Superintendent may be called upon to articulate the annual budget request to the State Board of Education and or various committees of the Missouri Legislature.
6. The Superintendent must possess the ability to work effectively with parents and patrons. This includes individual parent contact and groups such as the Missouri School for the Deaf Parents Organization. These duties are comparable to a local school Superintendent who must maintain clear communication with patrons of the district. At MSD, the district is statewide.
7. Coordinates, plans and directs meetings of the school's Board of Advisors.
8. Initiates and coordinates the improvement and expansion of physical facilities suitable for the education and care of Deaf and Hard of Hearing students.
9. Promotes and coordinates public relations programs designed to acquaint the general public with the Missouri School for the Deaf and the potential of Deaf and Hard of Hearing children.
10. Interprets PL 94-142, (IDEA) and assures compliance with federal regulations.

Required Knowledge, Skills and Abilities:

1. Must meet the required American Sign Language competency level of Advanced.
2. Knowledge of physical plant administration.
3. Knowledge of the unique psychology peculiar to Deaf students and the teaching methods and techniques necessary for meaningful instructional procedure.
4. Extensive knowledge of organization and administration in the area of special education.
5. Ability to organize and coordinate the activities of a professional staff.
6. Knowledge of the potential of Deaf students and ability to communicate this knowledge to other service agencies.
7. Knowledge of state and federal programs, laws and regulations applicable to the activities of the Missouri School for the Deaf.
8. Ability to communicate effectively in written and a variety of other modes.

Minimum Experience and Training: (The following represents the minimum experience and training standards, provided that equivalent substitution will be permitted in case of deficiencies of either experience or education.)

1. A Master's Degree in Education of the Deaf or Administration.
2. Successful experience as a Teacher of Deaf and Hard of Hearing children and/or an Administrator of programs for the Deaf and Hard of Hearing.
3. The Superintendent of the Missouri School for the Deaf shall possess good executive ability and be fully qualified to assume the position of chief executive officer of the school.

01/04

## **BENEFITS – Superintendent**

**HOUSING:** On-campus housing provided for the Superintendent at no charge.

**VACATION:** Generally accrue 5.00 hours per pay period for new employees.

**SICK LEAVE:** Generally accrue 5.00 hours per pay period.

**FAMILY MEDICAL LEAVE:** After 12 months or 1250 hours of employment, 12 weeks of unpaid leave is available for employees as laid out in the policy.

**ORGAN/BONE MARROW DONATION LEAVE:** 5 workdays given for bone marrow donation and 30 workdays given for organ donation.

**SCHOOL-VISIT LEAVE:** Up to 8 hours of paid leave for assisting in the classroom with curricular activities or visiting with child's teacher on curricular activities and other events as outlined in the policy.

**HOLIDAYS:** 12 holidays per year.

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

**LIFE INSURANCE:** Free basic life insurance coverage equal to one-times the employee's annual salary. The minimum coverage amount will remain \$15,000.

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

**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 of the following month after employment.

**DENTAL PLANS:** Delta Dental insurance coverage is available.

**VISION PLAN:** Vision Service Plan (VSP) is available.

**EMPLOYEE ASSISTANCE PROGRAM:** Up to six counseling visits per episode per family member per year.

**DEFERRED COMPENSATION:** Employees may enroll in the State of Missouri Deferred Compensation Plan at beginning of employment with a minimum of \$25 per month. After 12 continuous months of employment State service the

BARBARA GARRISON

This letter is in regard to your 2008-09 salary. By signing it, you are acknowledging your salary. For school-term staff, plan to report for duty on the date noted on the enclosed calendar.

2008-09 SALARY:            TWICE-A-MONTH/ANNUAL  
                             \$3182.00/\$76368.00

Please sign and return one copy by July 31, 2008, to Missouri School for the Deaf, Attn: Human Resources, 505 E 5th St, Fulton MO 65251. Retain the second copy for your records.

\_\_\_\_\_  
Date

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Signature