

Position: Superintendent, Missouri School for the Deaf

Reports to: Assistant Commissioner
Classification: 12 Month, Full-time, Prof.
Location: MSD, Fulton, MO
Pay Range: P16

Department: Elementary & Secondary Education
Office: Special Education
Section: Missouri School for the Deaf (MSD)
Job Class Code: 3512

JOB DESCRIPTION:

The applicant must have the ability to perform the essential functions below either with or without reasonable accommodation. This person is responsible, under the direction of the Assistant Commissioner of the Office of Special Education, the Commissioner, and State Board of Education, for planning, directing and coordinating the academic, vocational, and extracurricular programs and outreach services offered by the state school for the deaf. The position requires that the Superintendent reside within proximity of the school in facilities furnished by the state.

1. Supervises and provides leadership to MSD staff in the design, development, execution and evaluation of a systemic plan to educate students and accelerate improvement of student outcomes, meet residential responsibilities, and improve outreach outcomes for deaf or hard of hearing students and their families.
2. Administers a program for staff development and educator evaluation consistent with state standards and requirements and aligned to the systemic plan.
3. Recruits and recommends all personnel for employment to the State Board of Education.
4. Coordinates development of the annual operating budget with the Division of Financial and Administrative Services and the Office of Special Education.
5. Coordinates, plans and directs meetings of the Missouri School for the Deaf Board of Advisors.
6. Works and communicates effectively with parents and patrons, including individual parent contacts and groups such as the Missouri School for the Deaf Parents Organization.
7. Promotes and coordinates public relations programs designed to acquaint the general public with the Missouri School for the Deaf.
8. Follows all policies, rules, and regulations adopted by the Board and makes decisions consistent with Board policies.
9. Assures compliance with all federal and state regulations governing MSD.
10. Coordinates the care and maintenance of buildings and grounds with the Office of Administration, Division of Facilities Management.

ADDITIONAL RESPONSIBILITIES:

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

PREREQUISITES FOR THE JOB:

1. Knowledge of effective teaching and learning practices.
2. Knowledge of the development, abilities and unique psychology of students who are deaf or hard of hearing.
3. Knowledge of Missouri's Learning Standards and Educator Standards.
4. Knowledge of organization and administration in the area of special education.
5. Knowledge of and ability to effectively implement collaborative data teams focused on

- using formative assessments to guide the use of effective teaching and learning practices.
6. Ability to organize and analyze data as part of a focused strategic planning and implementation process.
 7. Ability to organize, supervise, and coordinate the activities of a professional staff.
 8. Ability to communicate effectively in writing, American Sign Language-ASL (at the advanced or higher level) and a variety of other modes.
 9. Ability to work under supervision as well as to assume leadership responsibilities.
 10. Ability to apply effective fiscal and human resource policies and practices.

EDUCATION REQUIRED:

1. A Master's Degree from an accredited college or university in education of deaf and hard of hearing, special education, school administration and supervision, or a related field.
2. Three years successful experience as an administrator of programs for students who are deaf or hard of hearing and/or school administration and supervision.
3. Missouri certification in school administration or special education administration.

PERSONAL CHARACTERISTICS PREFERRED:

1. Comfortable performing multifaceted projects in conjunction with day-to-day activities.
2. Results oriented.
3. Excellent interpersonal abilities. Ability to get along with diverse personalities, tactful, and flexible.
4. Good reasoning abilities and sound judgment.
5. Good communication skills.
6. Resourceful and well organized.
7. Ability to establish credibility, be decisive, and recognize, adapt to and support the organization's priorities.
8. Service oriented, but assertive/persuasive.

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.)