

Position: Superintendent

Reports to: Assistant Commissioner

Department: Elementary and Secondary Education

Classification: Full-time, Professional

Division/Office: Learning Services/Office of Special Education

Location: Central Office

Section: Missouri Schools for the Severely Disabled

Pay Range: SP20

Job Group Code: 102

Position with administrative and supervisory responsibilities in the overall management and operation of the Missouri Schools for the Severely Disabled (MSSD), a system of day schools providing special education services.

ESSENTIAL FUNCTIONS:

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

1. Follows all policies, rules, and regulations adopted by the Board and makes decisions consistent with Board policies.
2. Directs the development of a Comprehensive School Improvement Plan/Strategic Plan to meet student and system needs.
3. Directs, approves, and evaluates building-level improvement plans and professional development plans aligned with the CSIP/Strategic Plan.
4. Directs the development and evaluation of emergency/crisis plans and all aspects of school safety.
5. Prepares an annual budget for the MSSD that includes allocations to each individual school.
6. Approves and directs all purchases, contracts, and payments necessary for MSSD operations.
7. Directs the assessment of local tax effort from local school districts as required by Missouri law.
8. Recruits and recommends all personnel for employment to the State Board of Education.
9. Supervises the assistant superintendent, area directors, director of personnel and business, and assistant director – school technology specialist.
10. Administers a program for staff evaluation.
11. Formulates and administers a program of supervision of the MSSD schools with the duties and responsibilities delegated to area directors and building administrators.
12. Provides opportunities for staff development for all MSSD personnel.
13. Provides professional leadership and general supervision for the MSSD educational services and the instructional program.
14. Provides for the supervision of students and the maintenance of safe and productive education settings.
15. Prepares an annual program evaluation that addresses student service and financial accountability.
16. Directs the development of plans for maintenance, repair, improvement, and modification of building facilities needed to provide a safe and healthy environment conducive to learning.
17. Supervises and supports the development of outreach services to assist local school districts in serving students with severe disabilities by local districts.
18. Performs other duties as assigned.
19. Thorough knowledge of state and federal laws pertaining to education administration.
20. Knowledge and understanding of rules and regulations relating to special education.
21. Knowledge of standards for schools serving students with severe disabilities.

22. Knowledge of effective school administration including proper distribution of students, employees, and effective bus operations.
23. Ability to communicate effectively.
24. Inform the community about school matters and serve as a representative of the schools before the public.
25. Participate in professional growth activities, professional organizations, and relevant state and local conferences.
26. Ability to supervise staff.
27. Ability to coordinate a program, especially in regard to fiscal responsibility.
28. Ability to work under supervision as well as to assume leadership responsibilities when required.

EDUCATION & EXPERIENCE REQUIRED:

1. Documentation of a Missouri Superintendent's Certification or Eligibility of Certification
2. Specialist's degree from an accredited college or university in an area of school administration or related field
3. Three years of successful experience in special education and/or school administration and supervision.

(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.)