

Position: Assistant Superintendent of Operations and Administrative Services

Reports to: Superintendent

Classification: Full-time, Professional

Location: Central Office

Pay Range: SP18 \$82,296.00

Department: Elementary & Secondary Education

Division: Special Education

Section: Missouri Schools for the Severely Disabled

Job Code: O03513

Position with administrative and supervisory responsibilities concerned with the overall management and operation of the Missouri Schools for the Severely Disabled.

ESSENTIAL FUNCTIONS:

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

- Oversee Program Finance and Transportation, Custodial and Facilities Planning, Human Resources, Food Services, and General Student Services
- Collaborate with the Assistant Superintendent of Learning and Special Education Services to ensure efficiency of procedures in central office and supervise central office staff
- Assist in development of the staff work calendar and the academic calendar
- Serve on and/or facilitate Program committees as directed by the Superintendent
- Liaise with the Missouri Office of Administration – Facilities Management, Design, and Construction Division and the Information Technology Services Division
- Recruit, interview, and recommend personnel for employment by the Program
- Assist in evaluating applicant qualifications
- Oversee mentor/mentee program, career ladder, and professional development requirements
- Develop and oversee annual comprehensive training program for all employees regarding safety, health, compliance, program policies, and procedures
- Maintain documentation of completed training and onboarding of new staff members
- Oversee and direct all internal investigations
- Prepare personnel reports as required by state, federal, and outside agencies
- Plan for personnel need of the Program
- Oversee the Financial Operations of the Program
- Develop or assist in developing the Program budget and monitor its implementation
- Support the MSSD Assistant Area Directors in day-to-day operation and administrative functions

EDUCATION REQUIREMENTS:

1. Master's degree from an accredited college or university in an area of special education, school administration or closely related field.

2. Three years of progressive experience in special education or general school administration and supervisory experience.
3. School Superintendent Certification is preferred.

*This position requires a professional license pursuant to state law

(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.)