



THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

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VACANCY NOTICE

Vacancy Title: Home School Coordinator

Job Order Number: 49281

City: 2727 Tracy Avenue
Kansas City, MO 64109

Section/Office: B.W. Sheperd / Office of Special Education

Salary: \$22.83 /hour

Deadline: Continuously Accepting Applications

NOTE: This position will also work for the Dale Thompson/Trails West school in south Kansas City.

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(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 following.)

- Bachelor's degree in social work, psychology, counseling or closely related area. Master's degree preferred.
- Two to three years' experience preferred in an agency providing services to assist families with parenting children with disabilities.

EXAMPLES OF WORK PERFORMED

Position requires a thorough knowledge of the needs of families with children who have severe disabilities, and of agencies that serve this population.

ESSENTIAL FUNCTIONS:

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

- Thorough knowledge of the needs of children with severe disabilities and their families.
- Thorough knowledge of community agencies serving children with disabilities.
- Organize ideas and plans in logical fashion and communicate them clearly to others in oral and written forms.

- Facilitate and follow-up on referrals of students to appropriate agencies, physicians and other service providers.
- Gather issue-specific information relevant to students' needs.
- Coordinate with school and families on issues of behavior support, truancy and other support needs that families may have.
- Arrange meetings and family training sessions.
- Attend IEP meetings as appropriate.
- Maintain written documentation of contacts with families and agencies.
- Establish and maintain effective working relationships with families, community agencies and other school personnel.
- Maintain CPR certification at the level determined by the American Heart Association or Red Cross as Basic Life Support for Health Care Providers.
- Maintain confidentiality of parent, student and staff personally identifiable information.
- Ability to use Microsoft Word, Outlook and access information via the internet.

ADDITIONAL RESPONSIBILITIES:

- Itinerant travel may be assigned as needed.
- Complete assignments in timely fashion, complying with established deadlines.
- Lift and move 50 pounds.
- Infrequent travel for training and staff meetings.
- Perform other duties as assigned.

APPLICATION PROCEDURE

Submit an application to:
 Assistant Director for Area Operations
 Area I Office
 E. W. Thompson School
 1520 Thompson Blvd.
 Sedalia, MO 65301-2247
 (660) 530-5575
 E-mail: mssdcareers@dese.mo.gov

Applications can be accessed and electronically submitted via the internet at:
http://dese.mo.gov/divspeced/stateschools/ss_vacancies.html

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Because the Missouri Department of Elementary and Secondary Education values diversity in the workplace, people of all ethnic backgrounds, disabilities, and veterans are encouraged to apply.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Please access the DESE Job-Line via the Relay Missouri service at 711.

OTHER DESE JOB OPPORTUNITIES

To inquire about other employment opportunities, please access our Web Page at:
http://dese.mo.gov/divspeced/stateschools/ss_vacancies.html.