

**CANTON PUBLIC SCHOOL DISTRICT
JOB ANNOUNCEMENT**

DIRECTOR OF ELEMENTARY SCHOOLS

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Minimum of a Master's degree (*Doctorate preferred*) from an accredited college or university, with an emphasis in educational administration or educational leadership
- District or state level experience required in curriculum and instruction, school improvement, etc.
- Minimum of three (3) years teaching experience
- Valid MS teaching certification
- Valid administrator certification from the Mississippi Department of Education
- Effective communication skills and the ability to engage others and sustain productive working relationships across layered roles and constituencies

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversight of all PreK-5 curricula and instructional programs
- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of teaching and learning
- Provides leadership in the selection and implementation of curriculum in grades PreK-5 for all subject areas including English Language Learner (ELL), social-emotional learning, and behavior support
- Monitors compliance with the Mississippi Department of Education (MDE) Board policies on curriculum and instruction
- Reviews the cost and effectiveness of school-based programs for grades PreK-5
- Maintains continuity and consistency within curriculum objectives in order to increase student learning
- Coordinates and articulates the development of curriculum materials, pacing guides, and teaching techniques for grades PreK-5
- Develops, evaluates, and coordinates the instructional support program for grades PreK-5, including implementation of a consistent Response to Instruction and Intervention (RTII) system in collaboration with the Director of Exceptional Services
- Stays abreast of the latest developments in PreK-5 pedagogy and best instructional practices
- Plans and supports all aspects of instructional and curricular integration of technology in collaboration with the Technology Director
- Assist in the development of budgets and monitors spending for the purpose of achieving program objectives efficiently
- Assists in the formulation of a philosophy and objectives for all instructional programs for grades PreK-5
- Supervise and evaluate administrators, instructional faculty, and support staff
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Meets regularly with school leadership teams and specifically building leaders

- Meets with teachers to interpret and help implement instructional practices aligned with District philosophy and vision
- Monitors and ensures the protection of instructional time
- Support administrators and teachers to effectively use student performance data for sharing best practices and improving student learning
- Uses student data to identify program needs
- Organize daily, monthly, and yearly schedules to facilitate teaching and learning in the schools
- Create, identify, encourage, and support innovative ideas that in turn support teaching and learning in the schools
- Communicate high expectations of students, staff, and parent/guardians
- Supervise and evaluate the instructional program and assessment programs at the school level
- Assists administrators in the evaluation of teachers as directed by the Superintendent
- Supervise the textbook adoption process and monitor textbook purchases for grades PreK-5

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

LENGTH OF EMPLOYMENT: 12 months

SALARY: Based on School District Salary Schedule

CLOSING DATE: June 6, 2026

The Canton Public School District does not discriminate on the basis of age, disability, gender, national origin, color, race or any other protected category and is an Equal Opportunity Employer.