

**CANTON PUBLIC SCHOOL DISTRICT
JOB ANNOUNCEMENT**

DIRECTOR OF SECONDARY 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 for secondary level
- 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:

- Provides leadership and oversight of all grades 6-12 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
- Monitor academic performance data and implement strategies for continuous improvement
- Ensure alignment of curriculum, instruction, and assessment practices with district and state standards
- Monitors compliance with the Mississippi Department of Education (MDE) Board policies on curriculum and instruction
- Supervises and evaluates secondary school principals and assigned administrators
- Provides coaching, mentoring, and professional development to school leaders
- Assists principals with school improvement planning and implementation
- Support effective school operations, including scheduling, staffing, and resource allocation
- Coordinates and articulates the development of curriculum materials, pacing guides, and teaching techniques for grades 6-12
- Analyzes student performance data to identify trends, strengths, and areas for growth
- Develops and monitors strategies to improve graduation rates, attendance, discipline, and academic achievement
- Promote safe, inclusive, and supportive school environments.
- 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
- Coordinate district initiatives across secondary campuses
- Participate in strategic planning and district leadership meetings
- 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
- Supports administrators and teachers to effectively use student performance data for sharing best practices and improving student learning
- Organize daily, monthly, and yearly schedules to facilitate teaching and learning in the schools
- Communicate high expectations of students, staff, and parent/guardians
- Assists administrators in the evaluation of teachers as directed by the Superintendent
- Supervise the textbook adoption process and monitor textbook purchases for grades 6-12

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.