

Position Type:

Administrative - 240 Days

Date Posted:

8/17/2021

Location:

The Mississippi Schools for the Deaf and the Blind

Date Available:

9/16/2021

Closing Date:

Until Filled

Job Title:

Assistant Superintendent

Reports to:

Superintendent

POSITION PURPOSE:

To assist the Superintendent in carrying out the duties and responsibilities of the Superintendent's office to benefit the district's entire educational program.

QUALIFICATIONS:

- Master's degree or higher in Educational Leadership (486); Doctorate preferred
- Minimum two years teaching experience and five years administrative experience
- Mild/Moderate Disabilities K-12 (221) preferred
- Hearing Disability K-12 (208) and/or Visually Impaired (218) preferred
- Fluency in American Sign Language (ASL) preferred
- Certification in Unified English Braille with Nemeth preferred
- Such alternatives to the above qualifications as the State Board might find appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assists in administering all district programs
2. Acts on the Superintendent's behalf as district executive officer in the event of the absence or unavailability of the Superintendent
3. Ensures the operation of school facilities
4. Ensures that employment practices and procedures remain in compliance with laws and State Board policies
5. Ensures the annual performance appraisals of personnel are conducted in a timely and appropriate manner as designated by the Superintendent
6. Periodically monitors each program supervised
7. Monitors and maintains policies established by the State Board of Education
8. Provides for the continual efficient performance of the district by administering a strategic planning process
9. Oversees state and national accreditation processes
10. Provides information and technical assistance to principals, directors, supervisors, and staff as needed
11. Reports district program developments and operational activities to community stakeholders and the State Board
12. Assists the Superintendent in leading various interdepartmental special projects, and tasks
13. Continues professional growth and development through staff development programs, professional meetings, study of professional literature, and/or additional graduate courses
14. Displays a significant leadership role in fostering professional growth and in building staff morale throughout the district
15. Establishes and maintains effective communication between the district and the various departments in the MDE
16. Prepares the Annual Personnel Report required by the MDE Office of Accreditation
17. Coordinates development of the district calendar in cooperation with administrators, teachers, and other staff

members

18. Primarily supervisors special education, accreditation/accountability, pre-K services (Ski*Hi), residential education, MS Assistance Center (MAC), nursing staff, and school safety
19. Performs other duties as assigned by the Superintendent

Salary commensurate with degree and experience. Applicants must hold a valid MS Educator License with endorsement code: 486 and meet minimum teaching and administrative experience. Send a Letter of Interest and Resume along with three (3) references to Mrs. Alison Bradford, Human Resource at alison.bradford@msdbk12.org