

**JOB TITLE:** Director of Special Education

**LOCATION:** Mississippi Achievement School District (mASD) Academic Support Center  
(Humphreys County & Yazoo City)

**SALARY:** \$67,000 - \$85,000 (negotiable based on education and experience)

**WORK DAYS:** 230 Days - 12 Month Employee

**REPORT TO:** Chief of Schools and Academics

**FLSA STATUS:** EXEMPT

**The students of the Mississippi Achievement School District (mASD) need your talent, expertise, passion and leadership.**

We are seeking highly motivated and innovative practitioners to join our team at the mASD. We seek individuals who are radically relentless about re-envisioning the landscape of public education in Mississippi and making a significant difference in the lives of students, parents, school leaders, teachers, and central office employees.

Currently the mASD serves approximately 4100 students in Yazoo City and Humphreys County in the Mississippi Delta. As part of the state's comprehensive transformation effort, the mASD seeks to become the model for sustainable school and district improvement in areas of the state that have experienced chronic and entrenched underperformance. Over time, the mASD intends to develop the highest-performing, competitively compensated, and most revered educator workforce in the state known for providing instructional excellence and producing significant outcomes for ALL students.

The district seeks proven instructional leaders with outstanding interpersonal skills who have a passion for working with schools, principals, and communities and who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment, and vision.

### **POSITION OVERVIEW**

To direct, administer, and supervise all aspects of the Special Education program in accordance with appropriate guidelines and directions to serve effectively the educational needs of students with identified exceptionalities and students suspected of exceptionalities.

### **JOB RESPONSIBILITIES:**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Serves as the liaison between the Mississippi Department of Education and the Mississippi Achievement School District on ALL matters involving Special Education and all programs serving students with disabilities
- Serves as the district's compliance officer for special and gifted education programs
- Conducts needs assessments and compiles other data on program needs for planning purposes
- Organizes and schedules staff and respective committees to address specific planning activities
- Involves the public, teachers, classified staff, students, and school and district administrators, as appropriate, in planning activities
- Prepares and disseminates written plans
- Continuously updates program plans
- Organizes the Special Education and Gifted Education programs to serve identified students

- Assigns staff and orients staff members to their assignments
- Initiates problem-solving techniques to address specific program problems and needs
- Prepares and administers budgets for the Special Education and Gifted Education program
- Provides training and support for Special Education and Gifted Education personnel
- Prepares and approves forms, reports, memorandums, and other operational correspondence
- Ensures that programs fulfill the district mission statement
- Supervises professional and clerical personnel assigned to Special Education and Gifted Education programs
- Supervises specific activities in Special Education and Gifted Education programs
- Assists principals in supervising Special Education and Gifted Education teachers assigned to individual schools
- Assists program personnel to effectively address specific tasks and responsibilities through counseling, modeling or illustrating, and directing
- Recommends personnel for employment who are under the immediate supervision of the director
- Assists principals in recommending the employment of Special Education and Gifted Education teachers
- Selects personnel for committee assignments based on representativeness and other specified criteria
- Disseminates appropriate information to various appropriate audiences
- Utilizes specific criteria to evaluate programs
- Adjusts programs based on data derived from evaluations
- Administers individualized standardized tests if needed

#### **QUALIFICATIONS:**

- AA certificate in School Administration/Leadership
- Supervision, either Elementary, Secondary, or Special Subject; five years successful educational experience, three years of which have been in administrative or supervisory roles, two of which involve classroom instruction
- Knowledge of exceptional education and gifted services
- Expert knowledge of federal laws governing special education services

#### **APPLICATION PROCEDURES:**

Interested individuals who meet minimum requirements should apply online at [www.masd.k12.ms.us](http://www.masd.k12.ms.us).

Questions concerning this vacancy announcement should be directed to:

**Dr. Sametra Brown, Director of Human Capital and Talent Management**  
**Mississippi Achievement School District**  
**662-746-2125**

#### **APPLICATION DEADLINE:**

We are accepting applications on a rolling basis. Candidates selected for an interview will be contacted by phone.

**\*\*\*The Mississippi Achievement School District is an Equal Opportunity Employer\*\*\***

