

Job Announcement

Mississippi Schools for the Deaf and the Blind

[HTTPS://MSDBK12.ORG/NOW-HIRING/](https://msdbk12.org/now-hiring/)



Position Type: *District*

Job Title: *Executive Director of Curriculum, Instruction, & Assessment*

Date Posted: *06/21/2024*

Location: *Mississippi Schools for the Deaf & the Blind/Jackson, MS*

Date Available: *07/01/2024*

Closing Date: *Until Filled*

Reports To: *Superintendent*

PURPOSE:

The Executive Director is responsible for providing leadership in the planning, developing, maintaining, implementing, and evaluating the district's curricular, instructional and technology programs.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited four-year college or university in education, curriculum and instruction, educational administration or a related field and possess an AA 486 endorsement from the Mississippi Department of Education.
- Seven years of full-time, paid, educational experience with a minimum of three years as a lead/head principal.
- In-depth knowledge and experience with effective school management, operations, instruction, special education, assessment and data management

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the district's professional learning / development plans and initiatives; including support school-based professional development to support the building of teacher and leader capacity
- Serves as the District Test Coordinator and oversees the assessment practices for both in-district and state assessments
- Serves on the district's Executive Leadership Team, providing timely and insightful contributions to decisions regarding curriculum, instruction, assessment and/or school leadership.
- Provides systemic leadership regarding intervention services for students based on data-driven decisions.
- Leads the district's data management systems to inform instructional practices and student outcomes
- Provides guidance, support and direction to specified district leadership and departments.
- Supports and coaches principals to provide learning environments that enable every student to achieve
- Develops the ability of principals and their instructional leadership teams to develop, implement and monitor a strategic plan that helps meet student achievement goals. This includes assisting principals and their teams in engaging in root cause analyses, developing theories of action and building coherent multi-year strategies
- Foster meaningful relationships with families and community stakeholders to create a strong neighborhood structure to support the learning of all students.
- Coordinates and ensures the successful integration of evidence-based strategies to ensure the growth and success of all District schools and scale good ideas
- Helps to select, develop and evaluate principals
- Leads, coordinates, plans, and facilitates the district's professional learning strategy for all personnel.
- Provide direction and leadership for instructional technology.
- Provides leadership as a member of a collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned to state standards
- Supports principals to assess the core competencies that teachers need to implement curriculum and deliver instruction.
- Ensures coordinated, excellent services are delivered to schools
- Oversees Student Behavioral Services ensure academic, behavioral, and non-traditional programming meets the needs of MSDB students
- Ensures the deployment of resources and intervention approaches to appropriately and effectively address challenges
- Communicates clearly with principals, parents and the community about District priorities, school performance and student achievement
- Actively engages with students, parents and families to learn from them and support their needs

- Responds to constituents' concerns and serves as the liaison to schools, central offices and community groups on matters related to the management and operation of schools
- Advocates on behalf of school communities within the school district central administration
- Develops effective working relationships with personnel horizontally and vertically throughout the District
- Uses executive judgment to solve problems and manage crises
- Provides input in the development of a system-wide and building level programs that enable students to use technology as learning tools
- Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program
- Is an effective model/leader of instruction and its best practices
- Gathers information documenting the effectiveness of instructional technology systems, tools, and resources, interprets this information, and provides constructive input in the evaluation of these systems, tools, and resources
- Directs and provides training to teachers in the use of current technology to meet curriculum goals
- Directs and provides training to teachers in computer competencies
- Participates in the development of activities that help integrate technology into various curriculum areas
- Maintains current knowledge of instructional technology and instructional practices that relate to the use of technology
- Provides resource information relating to new techniques and practices that relate to the use of technology and that enables students to use technology as a learning tool
- Communicates with school and district personnel, parents, and community to share information about the district's instructional technology initiatives and practices
- Assists in the development and implantation of district professional development plans and implementations
- Works with district leadership to aide in maintaining accurate records related to student/teacher digital device use, maintenance, and inventory
- Assists with needs and plans for school-level technology initiatives
- Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local law, rules, and regulations
- Communicates with technology vendors and district -purchased technology-based services' support mechanisms when necessary
- Support the Mississippi Schools for the Deaf and the Blind School District Mission, Vision, and Strategic Plan
- Performs other duties as assigned

PLEASE SUBMIT YOUR RESUME AND THREE REFERENCES TO JACOB BOWMAN AT HR@MSDBK12.ORG TO APPLY, OR VISIT WWW.MSDBK12.ORG FOR MORE INFORMATION.

The Mississippi Schools for the Deaf and the Blind is an equal opportunity employer and encourages applications from all qualified individuals. We celebrate diversity and are committed to creating an inclusive environment for all employees.