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# Vacancy Announcement

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## Director of Alternative Education

Meridian Public School District seeks a qualified Director of Alternative Education to direct and maintain the planning, organizing, communicating, implementing, financing, and evaluating of a comprehensive program of Alternative Education for the students of the district; to supervise involved personnel, either directly or indirectly; to recommend and/or serve as a resource person for staffing; and to provide adequate planning processes to enable the total school district to accomplish its stated mission

Location: Marion Park School of Innovation  
Notice Date: March 26, 2024  
Closing Date: April 10, 2024  
Terms of Contract : Certified Administrator reporting 235 days  
Compensation range: \$78,082 - \$105,088

### Qualifications:

- Master's degree or higher preferred
- Mississippi certificate - 486 Administrator endorsement
- Extensive knowledge about Alternative Education Programs
- Successful previous administrative experience

**TYPICAL DUTIES AND RESPONSIBILITIES:** Such duties and responsibilities as may be assigned, including but not limited to:

1. Formulates and administers a comprehensive program of Alternative Education.
2. Maintains close working relationships with community and state agencies and area businesses in order to provide training consistent with needs.
3. Provides assistance to and cooperates with principals in regard to scheduling classes, discipline and other activities including students and staff.
4. Continuously appraises and evaluates the total alternative program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
5. Maintains current knowledge of all pertinent rules and regulations affecting Alternative education.

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6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to Alternative Education to state agencies.
7. Supervises and evaluates all instructional personnel in the Alternative Education program.
8. Makes recommendations for long-term adjustments, changes, additions, and deletions in the Alternative Education program to meet district needs.
9. Manages Alternative Education budget; approves requisitions and expenditures.
10. Develops and monitors appropriate budgets consistent with district processes.
11. Develops and implements a process of program evaluation for Alternative Education.
12. Recommends to the administration courses of study and program objectives.
13. Writes proposals for funding new programs and improvements to existing programs.
14. Counsels and advises Alternative Education staff on professional and employment matters.
15. Consults with State Department of Education personnel relative to program operations, funding, and accreditation.
16. Develops and maintains professional relationships with other administrators and with professional organizations.
17. Promotes good relationships between alternative and general education staff.
18. Develops plans for and coordinates annual evaluations of Alternative Education programs.
19. Assists in the recruitment and screening of Alternative Education teachers.
20. Maintains and inventories Alternative Education equipment.
21. Demonstrates prompt and regular attendance.
22. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
23. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Salary based on administrative pay scale at 235 days per year.

**EVALUATION:** Annually

Please apply online at [www.mpsdk12.net](http://www.mpsdk12.net)

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