



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### DEPUTY ADMINISTRATORS - TIER III

OFFICE OF STUDENT ASSESSMENT  
NON-STATE SERVICE

**Salary Range: \$82,482.28 - \$123,847.16**

Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education (MDE) is seeking a Deputy Administrator - Tier III to serve as the Director of the Office of Student Assessment. The Director will be responsible for tasks associated with the administration of the Mississippi Statewide Assessment System. The Director will also be responsible for providing school district personnel, the State Board of Education, and other stakeholders with information on the assessment system and its components through reports and presentations.

#### RESPONSIBILITIES:

- Coordinate and organize all state level assessment programs (KRA, MAAP, MAAP-A, ELPT, ACT, NAEP).
- Coordinate the management and monitoring of appropriate test security procedures.
- Ensure the effective coordination and administration of all state assessments and reporting activities.
- Coordinate the analysis, interpretation and reporting of assessment data.
- Coordinate the procurement and recommendation of standardized testing instruments.
- Coordinate and conduct training sessions for professional staff administering assessments.
- Provide professional development that incorporates assessment data to inform instructional decisions.
- Ensure that all rules, policies, and procedures of the state assessment process are enforced.
- Prepare and submit all requests and reports as required by federal statute, state statute, or State Board policy.
- Any additional duties as assigned.

#### SPECIAL EXPERIENCE:

- Five (5) years of experience in district or state-level education administration.
- Evidence of knowledge of the technical characteristics of assessments.
- Evidence of strong interpersonal, management, team building, and communication skills.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Master's Degree, 5+ years of experience.

A Master's Degree from an accredited four-year college or university, and five (5) years in the special experience defined above, two (2) years of which must have included line or functional administrative or advanced technical supervision.

OR

A Bachelor's Degree from an accredited four-year college or university, and eight (8) years in special experience defined above, three (3) years of which must have included line or functional administrative or advanced technical supervision.



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359 North West Street | Jackson, MS | 39205-0771 | Hinds County | mdek12.org  
Mississippi Department of Education is an Equal Opportunity Employer

## APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 4, 2026

## BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](https://mdek12.org/humanresources/mde-employee-benefits/)

## INQUIRIES

- Alan Burrow  
[ABurrow@mdek12.org](mailto:ABurrow@mdek12.org)  
601-359-3514

