



DEPUTY ADMINISTRATORS - TIER III
OFFICE OF SCHOOL IMPROVEMENT
NON-STATE SERVICE

(In-House ONLY)

Apply on MPSB website under Job Openings. In the upper left-hand corner click Menu and then click Promotional Jobs.

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

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a dynamic, experienced leader to serve as Deputy Administrator of School Improvement. This role provides strategic leadership for the Office of School Improvement (OSI), overseeing statewide efforts to support and improve schools identified for Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and other state-identified priority schools. This position is housed within the Office of School and District Transformation.

The Deputy Administrator leads the vision, strategy, and execution of school improvement initiatives, ensuring alignment across federal and state requirements while building district capacity for sustained success.

KEY RESPONSIBILITIES:

Strategic Leadership

- Lead the Office of School Improvement with a clear vision focused on improving student outcomes through strong instructional systems and leadership development.
- Working with the Chief Deputy of the Office of School and District Transformation, design and oversee statewide school improvement strategies aligned to ESEA, state accountability requirements, and MDE priorities.
- Ensure coherent, aligned support for districts and schools identified for improvement.
- Supports leadership development for principals, central office leaders, and district administrators, with emphasis on instructional leadership, observation and feedback cycles, and systems-building.
- Collaborates across MDE offices to align academic support, school improvement initiatives, accountability expectations, and technical assistance, reducing duplication and increasing clarity for districts.

Operational & Program Management

- Oversee OSI budgets, personnel, leadership coaches, and program operations to ensure efficient, compliant, and impactful implementation.
- Approve and monitor professional learning plans, contractual services, travel, purchasing, and school/district monitoring determinations.
- Ensure compliance with internal controls, fiscal requirements, and reporting obligations.

Collaboration & Systems Alignment

- Collaborate across MDE offices to align supports, reduce duplication, and improve service delivery to districts.
- Serve as a key liaison between MDE and district leaders to support implementation, problem-solving, and continuous improvement.
- Support cross-agency planning related to accountability, instruction, federal programs, and data systems.

- Supports the development, implementation, and monitoring of Districts of Transformation (DOT) opportunity plans, ensuring plans are actionable, measurable, and responsive to district capacity.

Policy, Accountability & Compliance

- Provide leadership related to state and federal legislation impacting school improvement, including ESEA requirements and Mississippi accountability standards.
- Oversee processes related to school identification, monitoring, support, and exit criteria.
- Ensure accurate and timely reporting through systems such as MSIS, MCAPS, EdFacts, and other required platforms.

Communication & Stakeholder Engagement

- Communicate effectively with districts, schools, partners, and internal stakeholders regarding expectations, support, and progress.
- Represent the Office of School Improvement in meetings, presentations, and professional networks.
- Foster productive, respectful relationships that promote trust and collaboration.
- Coordinate the yearly School Improvement School Convening.

REQUIRED QUALIFICATIONS:

- Master’s degree in Educational Leadership or a related field.
- Standard Career Level Educator License (486) or comparable endorsement.
- Demonstrated experience in K–12 school or district leadership.
- Experience supporting schools receiving Title I funds and working with federal grants.
- Strong understanding of instructional programs, accountability systems, and school improvement frameworks.

PREFERRED EXPERIENCE:

- Leadership experience at the district, state, or regional level.
- Experience leading large-scale improvement initiatives.
- Knowledge of Mississippi accountability systems and instructional standards.
- Proven ability to manage teams, budgets, and complex initiatives.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Master's Degree or Comparable years of functional experience.
- Certifications - 486 or comparable management experience.

APPLY 

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 2, 2026

BENEFITS 

- <https://mdek12.org/humanresources/mde-employee-benefits/>

INQUIRIES 

- John Ferrell
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