



CAREER OPPORTUNITY

DEPUTY ADMINISTRATORS - TIER III (STRATEGIC SCHOOL IMPROVEMENT) OFFICE OF SCHOOL AND DISTRICT TRANSFORMATION NON-STATE SERVICE

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 highly motivated and detail-oriented Deputy Director to join the Office of School and District Transformation. This individual will play a key role in the state's school improvement and district/school transformation model, with a primary focus on analyzing, aligning, and monitoring strategic improvement plans for schools receiving targeted MDE support.

The Deputy Director will ensure all support from across the Department is strategically aligned, collaboratively planned, and consistently monitored for impact. This position will serve as a central connector across multiple offices, reviewing school- and district-level reports, analyzing principal reflections, and when needed, ensuring building administrators are engaged in the improvement process.

This role requires strong organizational skills, excellent communication abilities, and a high level of initiative. The successful candidate will be expected to work both independently and collaboratively with district teams, MDE support staff, and internal leadership teams.

KEY RESPONSIBILITIES:

- Strategic Plan Alignment of MDE supports in schools, review and monitor each school's strategic improvement plan to ensure all MDE supports are aligned and integrated.
- Track progress toward goals through checkpoints, collaborative planning sessions, and end-of-year reflections.
- Data Analysis and Monitoring from Districts of Transformation (DOT) Schools preparing data and analysis for DOT improvement.
- Analyze reports from MDE support staff, school leaders, and district administrators to ensure accuracy and alignment.
- Review principal reflections and evaluate administrator engagement in the improvement process in schools with MDE support.
- Identify gaps, inconsistencies, or discrepancies in data and raise concerns to leadership.
- Provide written analysis, summaries, and recommendations for decision-making work collaboratively with members of MDE.
- Collaboration and Communication with various departments.
- Serve as a liaison between the Office of School and District Transformation and other MDE support offices.
- Support the Executive Director of School Improvement.
- Attend school and district leadership meetings, particularly those focused on coaching and school leadership development.
- Support school administrators in understanding and utilizing support reports to drive improvement.

- Help develop and support systems in schools to promote Accountability and Sustainability.
- Develop quarterly and annual reports that tie actions to measurable outcomes.
- The role should be distinguished between process metrics (% of schools submitting reflections, timeliness of support delivery) and impact metrics (improved proficiency, increased graduation rates).
- Monitor timelines and progress to ensure schools transition out of direct support within designated timeframes.
- Support the development of district capacity to sustain success.
- Assist the Office of School and District Transformation (School Improvement) with annual planning, reporting, and departmental initiatives.
- Contribute to cross-office projects that strengthen MDE's overall school improvement and accountability efforts.

REQUIRED QUALIFICATIONS:

- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Ability to synthesize data from multiple sources and provide actionable insights.
- High level of initiative and ability to work independently.
- Ability to collaborate effectively with diverse stakeholders.
- Proficiency in data analysis and reporting.

PREFERRED QUALIFICATIONS:

- Prior experience in school or district-level administration.
- Ability to analyze school and district data for improvement.
- Experience with strategic planning, school improvement, or accountability systems.
- Ability to lead school improvement efforts through collaboration.
- Familiarity with state-level education systems, support, and accountability measures.
- Demonstrated success in leading or supporting school improvement efforts.

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

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

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