

**Superintendent**  
**Delesicia M. Martin, Ed.D.**

**Hinds County School Board**

Timothy Burnett - District 1  
Robbie Anderson - District 2  
Dr. Linda Laws, President - District 3  
Bill Elkins - District 4  
Carolyn Samuel - District 5



## **POSITION ANNOUNCEMENT**

### **Director of Instruction**

***Requirements:***

- Holds a valid Mississippi Administrator's license (486)
- Three (3) years of Classroom Experience
- Three (3) years of District Administrative Experience in Curriculum and Instructions

<i>Employment Period:</i>	<i>12 months to begin July 1, 2017</i>
<i>Reports to:</i>	<i>District Administrator</i>
<i>Salary:</i>	<i>Commensurate with certification and experience</i>
<i>Location:</i>	<i>Central Office - 13192 Hwy 18 Raymond, MS 39154</i>
<b><i>Application deadline:</i></b>	<b>Open Until Filled</b>

**JOB GOAL:**

*The Director of Instruction shall serve as the leader and resource person for the instructional programs of the district, provide support to teachers, provide leadership in the District staff development activities, lead assessment planning, and coordinate state and federal grants.*

*The Director of Instruction will assist in program monitoring, evaluation, and management.*

***Instructional Program - The Director of Instruction shall:***

- 1. Coordinate curriculum and instructional programs between schools and within courses of study.*
- 2. Provide leadership to professional staff for the development, implementation and evaluation of curriculum content, delivery and planning.*
- 3. Promote effective use of staff capabilities, resources and services.*
- 4. Encourage innovative programs that may improve instruction.*
- 5. Interpret district programs, philosophies and policies related to curriculum and instruction to staff members, students and the community.*

6. *Communicate to the Superintendent the requirements and needs of the district related to curriculum, instruction and assessment.*
7. *Coordinate, supervise and evaluate the selection and use of textbooks and other instructional materials.*
8. *Coordinate district assessment of the effectiveness of the educational programs.*
9. *Collaborate with building principals to provide instructional leadership within each of the buildings.*
10. *Coordinate service delivery models serving the gifted and talented and bilingual students in the district.*
11. *Facilitate administrative and staff data analysis using assessment data.*

**Staff Development - The Director of Instruction shall:**

1. *Direct and coordinate a continuing program of staff development to strengthen personnel performance in the district.*
2. *Provide opportunities for the professional growth and development of certified and support staff.*
3. *Develop, for Board approval, an annual plan for staff development.*
4. *Consult and plan with appropriate individuals to assure that staff development activities are coordinated throughout the district.*
5. *Provide leadership and serve as a resource person for district-wide and building-level staff development activities.*

*If you meet the above requirements, please follow the below application process:*

- Submit an online application with your most current information through the district's website at [www.hinds.k12.ms.us](http://www.hinds.k12.ms.us)
- Email an updated resume
- Email a letter of interest and include:
  1. The date that you would be available to begin contractual leadership, if selected
  2. A brief description of type of experience including grade level, content area and district size.
  3. A brief description of your experience with parental and community involvement
  4. A brief description of your central office administrative experience dealing with curriculum, instruction and assessment design.

Emails should be submitted to Sharon Harris, Human Resources Director at [shharris@hinds.k12.ms.us](mailto:shharris@hinds.k12.ms.us) and application questions should be directed to 601-857-5222 ext 1073.

***NOTICE OF NON-DISCRIMINATION:*** *Hinds County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services, or employment opportunities and benefits. **Contact:** Mr. John Neal, Title IX, 601-857-5222*

13192 Highway 18 ▪ Raymond, MS 39154  
Telephone (601)857-5222 ▪ Fax (601)857-8548 ▪ [www.hinds.k12.ms.us](http://www.hinds.k12.ms.us)