

# VACANCY ANNOUNCEMENT

Hattiesburg Public School District  
P. O. Box 1569  
301 Mamie Street  
Hattiesburg, MS 39401

The Hattiesburg Public School District is seeking qualified applicants for the position of:

## Director of Instruction

### QUALIFICATIONS:

1. Possess elementary and/or secondary teaching credentials and a minimum of three (3) years successful teaching
2. Possess a valid Mississippi administrative credential
3. At least three (3) years of successful supervisory experience preferred
4. Knowledge of curriculum and effective teaching practices for all levels
5. Knowledge of Mississippi Assessment Program and accountability model
6. Knowledge of State law and Board policies related to college and career readiness, school guidance and counseling, including graduation requirements
7. Ability to coach counselors, teachers, and administrators
8. Ability to collect, organize and analyze student data, utilizing productivity tools such as Excel, Power Point and student planning tools.

SUPERVISES: Assigned Personnel

REPORTS TO: Associate Superintendent Academic Programs and Professional Development

JOB GOAL: Assist principals and school leadership teams in the effective implementation of a systematic approach to improving education and learning for all children. Assists with the implementation of the District's Instructional Management Program in accordance with the philosophy and policies established by the Board of Trustees and State Department of Education.

### TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assist principals with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum methods for improving instruction to ensure that all students learn to their highest potential.
2. Maintain a current knowledge base in several areas: curriculum and instruction, college and career readiness standards, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
3. Assist schools with the development and implementation of comprehensive improvement plans and professional growth plans for schools and principals.
4. Assist with the development, implementation, and evaluation of the comprehensive district improvement plan, and other school district projects and committees.
5. Communicate directly and frequently with principals, district staff, and others as needed on issues related to the school and the district.
6. Review and analyze all student achievement data, and use the results to assist principals and District support staff to improve and develop students' achievement reports as needed.

7. Provide strong, direct technical assistance to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders, providing specialized and intensive support for focus and/or priority schools.
8. Collaborate with district staff and others as needed to provide effective support, focused on student achievement for all students for each school.
9. Stays up-to-date of all state laws and regulations governing the curriculum.
10. Assists in the development of the District's test item bank.
11. Assists in development of curriculum guides and materials by working with principals and teachers in the preparation of such materials.
12. Assists the District Test Coordinator.
13. Ensures a working alignment between the curriculum, instruction and assessment.
14. Monitor components of the school accountability model
15. Uses and helps other to use district, school, and student data appropriately in interpreting, reporting and acting on results.
16. Oversees administration of testing associated with college admissions process at the high school (NWEA MAP, MAP, SAT, ACT, PSAT and AP exams).
17. Perform other duties as assigned

**TERMS OF EMPLOYMENT:**

237 days annually in accordance with approved salary schedule

**APPLICATION PROCESS:**

1. Interested applicants should complete an application online at our website: [www.hattiesburgpsd.com](http://www.hattiesburgpsd.com)
2. Email resume' to [superintendent@hattiesburgpsd.com](mailto:superintendent@hattiesburgpsd.com)