

VACANCY ANNOUNCEMENT

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

Assistant Superintendent - Organizational Support

QUALIFICATIONS:

1. Mississippi certificate in Educational Administration and Supervision
2. Master's degree in Educational Administration and Supervision; Doctorate degree preferred
3. Five years' experience in educational administration
4. Knowledge of Education Employment Procedures Law and related due process procedures
5. Able to communicate effectively to the Board of Trustees, the media, and various other audiences
6. Alternative and supplemental requirements as the Superintendent and the Board of Trustees may find appropriate and necessary

SUPERVISES: Shared supervision of all district employees; direct supervision personnel staff, student services and activities, and school resource officers

REPORTS TO: The Superintendent

JOB GOAL:

Assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

TYPICAL DUTIES AND RESPONSIBILITIES:

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

1. Ensures district operates in accordance with accreditation process standards
2. Oversees the planning, development, monitoring, updating, and implementation of policies
3. Ensures the annual performance appraisals of personnel are conducted in a timely and appropriate manner
4. Periodically monitors each program supervised with on-site visits and other contact interaction
5. Coordinates and directs all operations of the district's personnel office to include personnel hiring, separation, evaluation, and records management.
6. Spearhead employee recruitment efforts to include job announcements, job fairs, and advertisements.
7. Updates the job description manual with any newly formed positions and the removal of any old positions.
8. Continues professional growth and development through staff development programs, professional meetings, study of professional literature, and/or additional graduate courses
9. Responsible for developing and disseminating the personnel timeline
10. Conducts substitute teacher trainings and process
11. Responsible for the annual update of the employee handbooks.
12. Keep track and handle all personnel complaints and grievances.
13. Advise principals, supervisors, and other administrators on personnel issues that arise.
14. Attend career and job fairs that are geared toward K-12 education.
15. 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
2. Email resume' to superintendent@hattiesburgpsd.com