

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

Exceptional Services Director

Requirements:

- Significant experience as a teacher and administrator working with students with disabilities to include a minimum of 5 years direct development of IEPs and implementation through service delivery and 2 years administrative/supervisory experience involving exceptional learner processes and instructional programming.
- Valid Administrator and Special Education license from the State of Mississippi

<i>Employment Period:</i>	<i>12 months to begin July 1, 2018</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>

Application deadline: **Open Until Filled**

JOB GOAL:

The Director of Exceptional Services is responsible for the leadership, administration, and supervision of the school district's special education program and services and the daily operational functions of the Office of Programs for Exceptional Children. The director must have the ability to work collaboratively with principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments and offices; ability to interface with other departments to coordinate reciprocal services for achieving special education goals; ability to interpret and remain current on all federal, state, and local mandates for special education and Section 504 services and to ensure that the school district is in compliance; handle confidential information discretely and professionally; use discretion and exercise sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school district's lead representative/contact person of programs for special needs students; effective management, supervisory, team-building, and problem solving skills.

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
- 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 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