



Humphreys County School District
Elliot Wheeler, Superintendent of Education

P. O. Box 678 ♦ Belzoni, MS 39038 ♦ 662-247-6000 ♦ Fax: 662-247-1578

POSITION ANNOUNCEMENT Special Services Director

Requirements:

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

Employment Period: 12 months to begin July 1, 2018

Reports to: District Administrator

Salary: Commensurate with certification and experience

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 application to the district's Human Resources Director, Louis James at ljames@humphreys.k12.ms.us. Questions may be directed to (662) 247-6000.
- Email an updated resume and letter of interest to 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 the development of IEPs
 4. A brief description of your administrative experience supervising special programs staff .

NOTICE OF NON-DISCRIMINATION: *Humphreys 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.*

Humphreys County School District Vision Statement:
All Humphreys County School District students will enter society with the knowledge, skills,
and character necessary to be successful in college and/or careers beyond graduation.