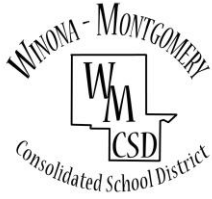


WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

Dr. Teresa Jackson, Superintendent



218 Fairground Street
Winona, MS 38967
662.283.3731

www.winonamontgomerycsd.com

VACANCY ANNOUNCEMENT

Posting Date: February 15, 2018

Position Title: Administrative Academic Officer

Grade Structure: District-wide

Term of Employment: Twelve (12) months

Qualifications: Master's Degree in Administration

Licensure Requirements: Administrative Endorsement 486

Compensation: Base Salary - \$77,000

Reports to: Superintendent

Application Procedure: Complete application at www.winonamontgomerycsd.com.
Choose DEPARTMENTS> BUSINESS OFFICE > HUMAN
RESOURCES > Online Employment Application.

Application Deadline: Applications will be accepted until the position is filled.

Information: Contact Mrs. Judy Collins at (662) 283-3731.

*The Winona-Montgomery Consolidated School District does not discriminate based on race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits.
The Winona-Montgomery Consolidated School District is an Equal Opportunity Employer.*

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WINONA MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

JOB DESCRIPTION

Administrative Academic Officer/Section 504 and ADA Coordinator

MINIMUM QUALIFICATIONS: Master's Degree, Administrative Endorsement 486

REPORTS TO: Superintendent

SUPERVISES: Academic Secretary, Special Services Assistant, Federal Programs Assistant, Interventionists

TERMS OF EMPLOYMENT/SALARY: Twelve (12) month/Base Salary \$77,000

RESPONSIBILITIES:

- Serves as:
 - Federal Programs Director
 - Curriculum/Professional Development Coordinator
 - Homeless Coordinator
 - Dropout Prevention Coordinator
 - Textbook Coordinator
 - Special Services Director
 - 504/Americans with Disabilities Act (ADA) Coordinator
 - Serves as Gifted Coordinator over 2 gifted teachers
 - Eligibility, state testing, IEPs, fiscal management, technology, MSIS, data report
- Provides district and school leadership with information regarding accreditation and accountability
- Oversees District Parent Center
- Coordinates teacher recruitment, retention, and mentoring
 - New teacher induction
 - Employee Benefits Program
- Coordinates Adopt-a-School program
- Coordinates work for all district plans and handbooks
 - Designs and maintains all district plans and handbooks
 - Gathers information from administration, department heads, and school staff
 - Presents handbooks to School Board for approval
- Other requirements: Timeliness, punctuality, professionalism and following Superintendent's direction.

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