



Vacancy Announcement

Director of Curriculum & Instruction

Meridian Public School District seeks a qualified Director of Curriculum to supervise and coordinate the development, implementation, improvement, and evaluation of the district's total instructional program/provide instructional leadership to ensure that district programs keep abreast of educational progress and supports the vision, mission, goals, and beliefs of the District.

Location: Meridian Public School District Curriculum Office
Notice Date: March 26, 2024
Closing Date: April 10, 2024
Terms of Contract : Certified Administrator reporting 235 days
Compensation range: \$82,116 - \$110,517

Qualifications:

- Mississippi certificate – 486 Administrator endorsement
- Five years successful administrative and/or supervisory experience preferred
- Skilled in curriculum development, instructional design, instructional evaluation, staff development, and educational planning
- Knowledge of Mississippi College and Career Readiness Standards
- Alternative and supplemental requirements as the Superintendent and Board of Trustees may find appropriate and necessary

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Assists the Superintendent in developing, implementing, evaluating and improving district instructional policies, programs, and practices to guide and support classroom instruction.
2. Provides leadership in the formulation, implementation, evaluation and upgrading of the District's instructional plan.
3. Serves as leader and general resource person in matters relating to curriculum development and evaluation.

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4. Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas.
5. Reviews, researches, prepares, and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.
6. Works closely with special education staff to provide effective accommodations for students.
7. Provides leadership to maintain continuous and evolving curriculum development
8. Assists school principals and assistant principals in their roles as instructional leaders in their schools.
9. Supervises the District academic Multi-Tiered System of Support.
10. Periodically reports the status of all programs to the Superintendent and the Board of Trustees as the Superintendent may request.
11. Supervises and coordinates state and regional accreditation processes.
12. Develops and implements procedures for selecting state-adopted textbooks and other instructional materials.
13. Plans and manages a departmental budget; assists in the development of the district budget.
14. Regularly monitors each program supervised with on-site visits and other contact interaction.
15. Provides leadership in the development and implementation of district and state testing programs.
16. Assists principals and teachers to make use of new technologies to improve instruction and instructional management.
17. Assists principals to plan and implement programs based on identified student needs and resources available for the number of students enrolled.
18. Assists school principals in recommending personnel decisions to the Superintendent relative to the employment, assignment, transfer, promotion, discipline, and dismissal of instructional staff.
19. Develops and maintains a yearly professional development plan.
20. Approves supervised personnel, including teachers approved by their principals, to attend professional meetings, conferences, and conventions
21. Attends board of trustees regular meetings.
22. Demonstrates prompt and regular attendance.
23. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
24. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on administrative pay scale at 235 days per year.

EVALUATION: Annually Please apply online at www.mpsdk12.net

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