

**EMPLOYMENT OPPORTUNITY  
MISSISSIPPI DEPARTMENT OF EDUCATION  
359 North West Street  
P. O. Box 771  
Jackson, Mississippi 39205-0771  
HINDS COUNTY**

**POSITION ANNOUNCEMENT**

**OFFICE DIRECTOR II  
(INSTRUCTIONAL MATERIALS/LIBRARY-MEDIA OFFICE DIRECTOR)  
(NON-STATE SERVICE)  
OFFICE OF ELEMENTARY EDUCATION AND READING**

**Starting Salary: \$65,310.60**

The Mississippi Department of Education (MDE) is seeking an Office Director II for the Office of Elementary Education and Reading to work in the capacity as the Instructional Materials and Library Media Director.

**DUTIES/RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Lead Textbook Adoption Process for MDE and multiple projects aligned to library media
- Management of Textbook Inventory Management System (TIMS)
- Training district Personnel on TIMS, Library standards, Adoption of HQIM, etc.
- Assume overall project management responsibility for assigned projects that support the K - 12 high-quality instructional materials (HQIM) implementation
- Audit of Districts for Accreditation Standards for Textbooks and Library/Media
- Manage Textbook Procurement Processes for State Accredited, Non-Public Schools
- Allocate Educational Enhancement Funds (EEF) for Textbook Procurement for State Accredited, non-Public Schools
- Manage Budget for the Office of Textbooks
- Formulate policies, rules, and regulations as necessary.
- Ensure the coordination of activities within the major unit
- Direct budgeting and accounting activities along with development of budget requests
- Approve expenditure of state and federal funds as needed
- Provides leadership to the implementation of major unit programs.
- Approve and/or recommend the selection and termination of personnel as required
- Interpret agency policy as needed.
- Develop and monitor work plans, schedules, communication strategies, budget, critical success factors, and manage risks and project changes for Instructional materials, including Library Media resources and other instructional materials/resources
- Provide effective leadership in development, implementation, and evaluation of plans for a comprehensive, system wide library media program that promotes access to information and reading
- Ensure timely and accurate reporting of status and deliverables against the plan.
- Perform analysis of K-12 education business needs, prioritizing associated activities and resource allocation
- Develop and maintain productive working relationships with management, customers, team members, and other groups.
- Participate in curriculum development to improve student achievement utilizing national, state, system, and site-based standards and expectations
- Serves as a liaison between program offices under the Academic Education Office and other offices with the MDE, school and other community, state, and national agencies regarding school library media, instructional material and technology issues
- Provide direction to a diverse, matrix-project team, which may include both internal and external stakeholders regarding their role and responsibility in achieving successful outcomes
- Collaborate with program directors, curriculum specialists, principals, literacy facilitators, and school media personnel to affect student achievement and teacher effectiveness
- Initiate collaboration with other libraries, instructional materials organizations, and agencies to share resources that enhance the educational community's learning environment
- Serve as a collaborative member of state, regional, and national professional organizations to update knowledge of trends, methods, and issues.
- And any other duties as assigned.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university, **AND** seven (7) years in the special experience defined below, six (6) years of which must have included line or functional administrative or advanced technical supervision.

**OR**

A Bachelor's Degree from an accredited four-year college or university, **AND** eight (8) years in the special experience defined below, six (6) years of which must have included line or functional administrative or advanced technical supervision.

**SPECIAL EXPERIENCE:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the unit in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent must be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions. Where applicable, minimum requirements shall be sufficient to meet those stated in '49-4-15 of Mississippi Code 1972, Annotated.

**Applicant must apply online at [www.msopb.ms.gov](http://www.msopb.ms.gov). (To inquire about this position, please contact Tenette Smith at [tenette.smith@mdek12.org](mailto:tenette.smith@mdek12.org).)**

**The deadline for application submission is October 22, 2021.** Applicants selected for an interview will be contacted by phone.