EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
(Hinds County)

POSITION ANNOUNCEMENT

STAFF OFFICER III
DIRECTOR OF TEST SECURITY
(NON-STATE, TIME-LIMITED)
OFFICE OF STUDENT ASSESSMENT

Starting Salary: $59,320.87

The Mississippi Department of Education (MDE) is seeking to employ a Staff Officer III for the Office of Student Assessment. The primary duties will be working as the Director of Test Security, however, other duties in Student Assessment may be assigned. The candidate must be detail-oriented, dependable, collaborative, and have the ability to communicate in writing and verbally while managing multiple priorities and meeting deadlines. Fluency in Microsoft Office, proficiency in virtual and in-person meeting facilitation, experience with databases, and compiling reports for the MDE is also preferred.

ADDITIONAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Maintain the security and confidentiality of state assessments to ensure valid and reliable assessment scores for every student.
- Maintain expertise of assessment requirements found in Mississippi educational laws, state board policies, and accountability standards.
- Research and remain abreast of trends in national assessment security practices for updating Mississippi policies as needed.
- Carryout vision and strategic direction for the state’s test security processes and procedures to maintain high professional standards and consistency for student achievement.
- Develop clear guidance and provide multi-year training for district/school test security policy and provide updates as needed.
- Experience in the handling of confidential and sensitive information while protecting student information in data collection systems.
- Assist with process of collecting, analyzing, and reporting of district audit results annually.
- Develop high performing teams, including building a strong district and school auditing team, and implement and manage training and travel of the team.
- Manage the investigative process, as needed, along the legal parameters of investigations, including conducting interviews and inspections.
- Display ability to work collaboratively with other assessment coordinators and retain current knowledge of all Mississippi assessment programs.
- Perform other tasks, duties, or services consistent with this position as assigned.

SPECIAL QUALIFICATIONS:
The preferred candidate should have a valid Mississippi educator’s license and experience teaching in a K-12 setting. The candidate should also possess good written and oral communication skills, data analysis experience, and the ability to work collaboratively across MDE program offices and school districts to accomplish the vision, mission and goals of the Mississippi State Board of Education. Applicants must have experience in preparing training documents and presentations. Strong analytical and presentation skills are required.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Master's Degree from an accredited four-year college or university; AND seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced supervision.

OR

A Bachelor's Degree from an accredited four-year college or university; AND eight (8) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

SUBSTITUTION STATEMENT:

Above high school diploma or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the five (5) years of line or functional administrative or advanced supervision.

SPECIAL EXPERIENCE:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau 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 may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:

Applicant must attach a valid copy of his/her certification or registration, when applicable.

Applicant must apply on-line at www.mspb.ms.gov. (To inquire about this position, please contact Dr. Jackie Sampsel at jsampsel@mdekt2.org.)

The deadline for application submission is September 21, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)