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
K-12 School Counseling Coordinator
NON-STATE SERVICE
OFFICE OF SECONDARY EDUCATION

Starting Salary: $65,310.60

The Mississippi Department of Education (MDE) is seeking an Office Director II for the Office of Secondary Education. This position will serve as the Coordinator of K-12 School Counseling for the state.

REMARKS/SPECIAL QUALIFICATIONS:
The Office Director II (K-12 School Counseling Coordinator) will be responsible for coordinating K-12 school counseling in the Office of Secondary Education, as well as assisting schools with innovative programs and practices that will improve student outcomes, and other assigned duties and services that are necessary to ensure the success of school counseling. The candidates should have experience in K-12 school counseling and have a clear understanding of the American School Counselor Association National Model and MS College and Career Readiness Standards.

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.

Applicants for the position must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Wendy Clemons at WClemons@mdek12.org or 601-359-3461.)

The deadline for application submission is September 2, 2020. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)