POSITION ANNOUNCEMENT

OP/MGMT ANALYST PRINCIPAL

OFFICE OF CAREER & TECHNICAL EDUCATION

Starting Salary: $38,652.35

This position is with the Mississippi Department of Education (MDE), located within the Office of Career & Technical Education/Student Organizations. This position may require extensive experience with the MDE Student Organizations and specifically (Technology Student Association) TSA. Position also requires extensive travel to speak with students and teachers at various schools across the state. Out of state travel is required at various times during the year.

- Online conference registrations, competitive events and organizational skills in putting together and conducting multiple conferences.
- Make classroom presentations about TSA for teachers as requested during the year.
- Set up and conduct Fall, District, and State Conferences during the school year to offer leadership workshops and competitive events.
- Create informational materials about TSA to be posted to the MDE website/Career and Technical Education.
- Create and distribute a guide to all current and perspective chapters. Guidelines include information on the bylaws, competitive events, dress code and code of conduct.
- Create and maintain an Advisory Council. Advisory Council will consist of business and industry, teachers, students, program supervisors, and the TSA State Coordinator.
- Create and maintain a Competitive Events team. This team consist of teachers across the state who work with each category of TSA competitive events.
- Solicit applicants for both Secondary and Collegiate scholarships that are provided yearly.
- Manage the TSA and Collegiate TSA bank accounts with income and disbursements.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; AND four (4) years of experience related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university; AND five (5) years of experience related to the described duties.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); AND nine (9) years of experience related to the described duties.

SUBSTITUTION STATEMENT:

Above graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education and related experience may be substituted on an equal basis.

Applicants for the position must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Shanta Villanueva at svillanueva@mde.k12.ms.us or 601-359-3974.)

The deadline for application submission is February 25, 2020. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)