

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

POSITION ANNOUNCEMENT

EDUC-BUREAU MANAGER
DIRECTOR FOR CAREER AND TECHNICAL EDUCATION
OFFICE OF ACADEMIC EDUCATION
(NON-STATE SERVICE)

Starting Range: \$91,560.00 – \$160,230.00

(salary will be negotiable and commensurate with experience)

The Mississippi Department of Education (MDE) is seeking a Bureau Manager for Career and Technical Education in the Office of Secondary Education for the Office of Academic Education.

This individual must possess the educational expertise to provide oversight of all activities and projects for the Office of Career and Technical Education (CTE). The Director for the Office of CTE is responsible for leading and managing the work to provide high quality Career and Technical Education programs for the local education agencies. This individual must be able to oversee the development of CTE curriculum, professional development for directors and teachers, provide oversight of student organizations, work with postsecondary for alignment and articulation of courses, work with business and industry to make sure programs are aligned with economic needs and other duties associated with career and technical education.

RESPONSIBILITIES:

- Knowledge of curriculum development processes and best practices for professional development and program evaluation for CTE
- Thorough understanding of Career and Technical Education and the federal and state laws and policies that govern CTE
- Demonstrated leadership capabilities in planning educational studies, conferences, and workshops
- Ability and experience in supporting upper management in planning, organizing, and implementing programs
- Effective communication skills in a variety of formats and settings and the ability to collaborate and develop strong relationships with partners and stakeholders
- Proficiency in oral and written communication
- Oversee the hiring, evaluate, and supervise the CTE staff at MDE
- Understanding of Student Organizations
- Write, implement, and administer the Federal Perkins grant
- Maintain all required data and metrics and provide that information as needed to the US Department of Education, MS Department of Education, and school districts
- Collaborate with the Office of Secondary Education to provide career planning activities and programs
- Market CTE to all stakeholders
- Represent CTE as a member of appropriate state and regional organizations as assigned by the State Superintendent
- Interface with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities, and expand the opportunities for all learners to access appropriate learning opportunities
- Any additional duties as assigned by the Executive Director for Secondary Education, Chief Academic Officer or State Superintendent of Education.

SPECIAL QUALIFICATIONS:

- Extensive experience supervising of career and technical education programs
- At least five (5) years of successful administrative experience in an accredited higher education, K-12 public, or private school system

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; **AND** nine (9) years in the special experience defined below, four (4) 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** ten (10) years in the special experience defined below, four (4) 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 area in which the position exists. In those areas where specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the area, the incumbent must also be experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Applicants for the position must apply online at www.mspsb.ms.gov. (To inquire about this position, please contact Wendy Clemons at WClemons@mdek12.org.)

The deadline for application submission is August 13, 2018. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)