

THE MISSISSIPPI SCHOOL FOR MATHEMATICS & SCIENCE

1100 COLLEGE STREET MUW-1627 COLUMBUS, MISSISSIPPI 39701 Main Office (662) 329-7670



ANNOUNCEMENT OF VACANCY – MAY 3, 2024 DIRECTOR FOR ACADEMIC AFFAIRS (PRINCIPAL)

The Mississippi School for Mathematics and Science is accepting applications for the position of Director for Academic Affairs. The Director for Academic Affairs administers all facets of the academic program for the Mississippi School for Mathematics and Science during the regular school year and supports all summer activities. The Director performs a wide variety of administrative duties, including development, supervision, and evaluation of curriculum and faculty/staff. The Director additionally collaborates with academic staff to develop the master schedule and manage academic support plans for students. This position maintains a futurist vision that promotes and supports academic innovations and creativity; demonstrates effective communication and leadership skills; conducts program evaluations; and administers the academic affairs budget. The Director for Academic Affairs works collaboratively with the Directors for Advancement, Operations, and Student Affairs to ensure a holistic approach to serving students.

The Mississippi School for Mathematics and Science is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

MINIMUM REQUIREMENTS

1. Master's degree is required.
2. Five years leadership experience at the secondary or post-secondary level, two years of which must have been in an advanced administrative or supervisory role.
3. Current knowledge of state and federal law and policy related to the operation of K-12 schools, personnel, and finance/purchasing.
4. Excellent written and oral communication skills
5. Strong human relations skills

PREFERRED REQUIREMENTS

1. Evidence of graduate studies beyond the master's degree and Mississippi Administrator license (486).
2. An understanding of the educational needs of gifted students and current knowledge regarding innovations in curriculum, instruction, and assessment to meet those needs. Also, experience working with gifted/academically talented populations is preferred.

TERMS OF EMPLOYMENT

1. The salary range is \$80,000 - \$85,000 based on qualifications and experience.
2. The position is contracted for twelve months.
3. Mississippi state insurance and retirement benefits.
4. Reporting date will be on or before **June 3, 2024**.

To start the application process, a candidate should submit a resume with references included and a cover letter to business@themsms.org. All applicants will be acknowledged but only selected candidates will be invited for an interview. **Review of application materials will begin on May 10, 2024.** The position will remain open until filled.

For more information, visit <https://themsms.org/about/employment-opportunities> or contact:

Office of the Executive Director
Mississippi School for Mathematics and Science
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Columbus, MS 39701
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(662) 329-7674

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.

An Opportunity for Excellence