



SUPERINTENDENT, MISSISSIPPI SCHOOL FOR THE DEAF

Characteristics of Work

This is responsible administrative work in directing and coordinating the affairs of the Mississippi School for the Deaf. The incumbent in this class is responsible for carrying out approved policies of the State Department of Education and state and federal rules and regulations governing the institution. Primary duties include assuring that funding, expenditures, staffing and contractual arrangement, and related administrative aspects of the School for the Deaf are administered in accordance with applicable rules and regulations. Considerable latitude in planning and carrying out the work of the school may be exercised. Work includes assisting the Education Associate Superintendent in the development of administrative policies and procedures, general program planning and evaluation of results. Frequent contact are required with federal, state and local officials and agencies, the legislature and the general public. Work is subject to the administrative review and direction of the Education Associate Superintendent.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Interprets the laws, rules and regulations to employees involving problems of classification, pay, reductions-in-force, suspensions, dismissals, leave administration, reinstatements and re-employment.

Interviews candidates for employment and recommends for appointment all under-officers, teachers, instructors and employees, with the advice and consent of the Education Associate Superintendent.

Speaks to lay and/or professional groups, news media representatives, governmental and other officials to release information and to educate interested parties on the school's objective and to stimulate support for the school's goals.

Counsels with employees regarding standards of conduct and disciplines employees in accordance with standard operating procedures for cause.

Directs and/or approves development of and procedures for consistent, effective and efficient operation of specialized programs for educating the hearing impaired.

Conducts investigations, institutes special studies, and reviews reports and related information from the various programs in order to determine operating efficiency and to evaluate effectiveness of existing programs, policies, and procedures.

Assists supervisory personnel in the administration of a sound performance appraisal system.

Assumes responsibility for the education and care of students enrolled.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university in Education and five (5) years of experience in education,

AND

Possession of a Class "AA" Certification from the Department of Education in Area 208 (Hearing Impaired);

AND

Possession of a Class "AA" Certification from the Department of Education in Area 486 (School Administration).

REF: 37-9-13 MS Code 1972 Annotated.