JOB DESCRIPTION

Director, Writing Project-Independent Study High School and iStudy

Definition of Class
This is a professional position in which the incumbent researches, implements, and oversees workshops for the Writing Project for Outreach and oversees activities of Independent Study High School office and iStudy. The incumbent assists with grant writing, course development, and oversees the budget. The Incumbent exercises discretion and independent judgment.

Examples of Work Performed
Maintains Writing Project budget.

Writes national and state refunding grants and prepares midyear reports to maintain funding.

Assists in the creation of new professional development workshops for teachers and oversees the Summer Institute for Teachers

Works with the Professional Development Coordinator in providing professional development for North Mississippi school districts.

Attends and contributes to state network and national meetings.

Maintains affiliations with state networks, including the Mississippi Writing Thinking Institute, and the national office for the National Writing Project.

Assists the technical liaison with coordinating the web page, list-serve, and teacher technology workshop.

Works with Public School Co-Director to provide continuity in the forms of monthly meetings, newsletters, and writing retreats for Writing Project participants.

Serves as liaison between the Independent Study High School and parents/schools.

Serves as liaison between instructors and technologists.

Maintains accreditation status of Independent Study High School.

Audits courses checking for scope and sequence and adherence to curricula frameworks.

Determines priorities/order for development and revision of courses. Supervises the course development process.

Adjusts and/or establishes policies and procedures for Independent Study High School.

Communicates policies and procedures to parents/students/instructors/schools.

Supervises enrollment of students and record keeping, as well as monitoring student progress.

Hires and supervises subordinate staff including instructors, technologist and administrative personnel.

Interfaces with deans, department chairs, or other appropriate academic administrators to secure approval of enrollments
and resolve problems arising from admissions processes.

Coordinates and participates in the collection and maintenance of records associated with registration and enrollment.

Collects tuition and fees, as well as, coordinates the preparation and distribution of course materials.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in the creation of professional development workshops and oversees the Summer Institute for Teachers.
2. Oversees Writing Project, Independent Study High School, and iStudy budgets.
3. Coordinates with national and state networks.
4. Writes national and state refunding grants.
5. Manages and overseas the daily activities as it relates to Independent Study High School and iStudy.
6. Advises and counsels prospective and current students.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SME) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and walk.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree in English, Education or related field from a college or university.
- **Experience:** Five (5) years of experience in secondary education related to the above described duties with demonstrated advanced knowledge of curriculum and instruction in previous employment.
- **Certifications:** Must have a Mississippi state certified Teacher’s License
Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.