JOB DESCRIPTION

Leadership Development Counselor

**Definition of Class**
This is a professional position in which the incumbent coordinates professional development for department staff and provides leadership development training for various clients including local, state, and national school administrators. The incumbent identifies client needs, develops, delivers, and assesses customized training programs and interventions related to leadership development, strategic planning, team building, etc. to enhance overall organizational culture and meet client goals. The incumbent frequently uses discretion and independent judgment.

**Examples of Work Performed**
Performs consultations with school district and/or client to identify needs of the organization.

Develops customized training programs and interventions specific to client needs.

Delivers program to clientele and performs short and long-term assessments.

Monitors expenses related to programs and secures necessary equipment and supplies.

Maintains relationships with clientele while developing new relationships with clients and other administrators.

Researches various funding sources appropriate for program. Prepares and monitors grant applications.

Markets program to local, state, and national clientele. Develops and distributes promotional materials.

Serves as liaison with various local, state, and national organizations/institutions. Coordinates record keeping, scheduling, expense reports, etc. of program.

Submits various reports to department and partnered organizations related to expenses, activities, etc.

Assists department professors with leadership training modules for delivery within existing school leadership courses by designing and developing materials to be used.

Serves as coach and mentor to junior faculty within the department.

Coordinates development and implementation of department strategic plan. Meets with department leads to assist with goal setting, planning needs, etc. Facilitates department planning sessions. Monitors implementation of strategic plan through follow up with department leads.

Facilitates special projects for department.

Represents the program at state and national levels to promote the program and identify funding sources.

Performs similar or related duties as assigned or required.

**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. Determines needs of clients. Designs, delivers, and assesses customized training programs and interventions.

2. Serves as liaison with key partnerships of various local, state, and national organizations/institutions.

3. Coordinates development and implementation of department strategic plan.

4. Facilitates large group meetings and workshops.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) 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 25 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 talk and hear; stand; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or bend; and taste or smell.

**Experience/Educational Requirements:**

**Education:**

Master’s degree in School Administration, Public Administration, Business Administration, or a related field from an accredited four-year college or university.  

**AND**

**Experience:**

Eight (8) years of experience related to the above described duties.

**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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