JOB DESCRIPTION

Public Schools Specialist - Writing Project

Examples of Work Performed
Coordinates and co-teaches the Summer Institute with the Director - Writing Project. Assists in the interviewing and selection of program participants.

Designs, orders, and disseminates brochures and course materials for the Summer Institute.

Plans and conducts monthly continuity meeting for Writing Project staff and former participants of the program to discuss updated teaching methods and analyze the effectiveness of current teaching methods. Arranges for presenters and processes voucher for payment of stipends.

Assists in writing grant renewals to the National Writing Project and Mississippi Writing Thinking Institute.

Maintains statistical data on Summer Institute and continuity meetings and prepares reports for use by the National Writing Project and Mississippi Writing Thinking Institute.

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. Coordinates and co-teaches the Summer Institute with the Director - Writing Project.
2. Assists in writing grant renewals.
3. Plans and conducts monthly continuity meetings for the University Writing Project.

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 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. The incumbent is regularly required to use hands to finger, handle, or feel. Incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor’s degree in English, Education or a related field from a college or university.

AND

Experience:
Two (2) years of experience related to 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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