Definition of Class
This is a professional position in which the incumbent develops, implements, and evaluates RSDM (Regional Service Delivery Model) academic courses and training program materials for face-to-face and Web based delivery. The incumbent manages multiple projects in school districts and the School of Education according to RSDM expectations and cooperative agreement statements of work, utilizing knowledge of Common Core State Standards and education practices, instructional design, curriculum audits, and professional development. Assisting in the Department of Teacher Education; instructing, grading, and reporting of grades and field experience, working directly with classroom teachers in Mississippi School districts. This position reports to the Chair of Teacher Education, North Mississippi Education Consortium (NMEC) and Mississippi Department of Education (MDE).

Examples of Work Performed:
Manages multiple projects to include instructional design, curriculum audits and professional development plans.

Prioritizes projects and handles multiple schools, project tracking, budgeting and reporting

Develops, implements, and evaluates competency-based curriculum lessons to serve as the basics for education and training material and programs for all teachers (K-12) in Mississippi and Teacher Education program.

Researches topics, reviews current materials and develops concept papers for content areas.

Creates outlines and develops content for new face-to-face and web-based trainings.

Manages the review process for each project; reviews and edits the work of consultants and other education and training specialists.

Creates and tracks budgets and produces reports for multiple projects within the RSDM

Develops and conducts presentations, seminars and workshops for MDE, school districts and Teacher Education faculty.

Reviews training materials for accuracy and compliance with new Common Core State Standards (CCSS)

Follows progress of new CCSS and assessments and updates administrator, teachers and Teacher Education faculty as needed.

Serves as a professional resource for RSDM staff, administrators, K-12 teachers, Teacher Education faculty regarding educational curriculum, materials, and instructional design.
May manage the RSDM instructors.

Assists the University of Mississippi Teacher Education by providing clinical supervision and field experience supervision

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. Conducts training needs assessments and oversees formal evaluation of educational practices and then develops, implements, and evaluates lessons and training program materials dealing with CCSS.
2. Provides visionary leadership to the RSDM and Mississippi schools to ensure activities contribute to mission and vision of Teacher Education and MDE.
3. Manages multiple projects according to Teacher Education and Mississippi Department of Education grants and cooperative agreement statements of work.
4. Develops/conducts complex presentations, seminars and workshops for Teacher Education faculty, MDE and K-12 teachers.
5. Tracks budgets and creates reports for multiple projects.
6. Serves as a professional resource for other RSDM instructors regarding educational curriculum, materials, and instructional design.
7. Reviews training materials for accuracy and compliance with CCSS.
8. Works collaboratively with internal and external personnel to ensure Teacher Education and RDSM goals are met.

**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 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 regularly required to sit; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, or bend; reach with hands and arms; and taste and smell.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree from an accredited four-year college or university in Education.
AND

Experience:
Three (3) 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 to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

04/01/14

The University of Mississippi is an EOEA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title IX/504/ADA/ADEA employer. 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.